



## **TAHOE CITY PUBLIC UTILITY DISTRICT**

### **Job Description**

**Job Title:** Utilities Operations Specialist III  
**Department:** Utilities  
**Supervised By:** Utilities Superintendent  
**FLSA Status:** Non-Exempt  
**Revised as of:** January 2015

### **JOB SUMMARY**

To participate in a variety of semi-skilled and skilled work in the preventive maintenance, repair, replacement, monitoring, and operation of the District's water and wastewater systems; and to perform the more complex maintenance and repair tasks.

### **DISTINGUISHING CHARACTERISTICS**

The Utilities Operations Specialist III is the full journey level classification in the Utilities Operations Specialist series. The Utilities Operations Specialist III is distinguished from the Utilities Operations Specialist II by the attainment of higher-level certification and a greater amount of on-the-job experience. The Utilities Operations Specialist III is distinguished from the Senior Utilities Operations Specialist by the latter's attainment of higher-level certification and a higher level of responsibility including providing technical and functional supervision. Progression into the Utilities Operations Specialist III level job class is based on the employee's attainment of the qualification standards of the III level, an ability to perform the full scope of the work and meet performance expectations, and the business need for positions at the III level.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Utilities Superintendent; and technical and functional supervision from a Senior Utilities Operations Specialist.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Monitor and participate in the District's water and wastewater systems operations; sampling and testing water and wastewater, adjusting chemicals as necessary, verifying and recording results and findings and preparing necessary and required reports and logs.
- Participate in the operations, preventive maintenance, replacement, repairs and testing of sewer lines, manholes, water lines, pumping stations, wells, water tanks, water treatment plant, booster stations, order control stations, fire hydrants and all other essential parts of the water and wastewater systems.

- Monitor and participate in the installation of new water and sewer mains and appurtenant facilities, the repair of existing mains and service lines and appurtenant facilities, and the maintenance and cleaning of sewer lines.
- Respond to customer requests, concerns and complaints regarding the District's water and wastewater systems.
- Perform plumbing, painting, carpentry and minor electrical tasks in the maintenance and repair of the District's water and wastewater systems.
- Monitor and participate in the operation of radio-based telemetry systems and a variety of electronic devices to monitor and control the operation of the District's water and wastewater systems.
- Operate water treatment plant and related equipment including daily checks, accurate and thorough recordkeeping, visual inspections, remote inspections via telemetry, and basic maintenance operations.
- Monitor and participate in the adjustment of chlorine levels in compliance with public health regulations as well as the distribution and ordering of chlorine as needed to meet required levels.
- Participate in the operation of a wide range of vehicles and equipment necessary to monitor, maintain and repair the District's water and wastewater systems including, but not limited to, motor truck, television inspection, backhoe, excavator, dump truck, boom truck, cut-off-saw and hydraulic tools.
- Inspect and monitor water meters; record readings of gauges, meters and charts; collect water samples and record data to monitor water quality.
- Assist with training of subordinate staff in the District's water and wastewater system operations, procedures and system maintenance as well as the safe and efficient operation of a variety of motorized vehicles, equipment and machines in a variety of weather conditions.
- Establish and maintain a variety of logs, work orders and records and prepare reports on operations periodically upon request.
- Initiate requests for the purchase of necessary equipment, supplies and materials; prepare purchase requisitions and research costs and availability.
- Respond to emergency calls on weekends, holidays and evenings and be available for standby duty as assigned and necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Standard and accepted methods, tools and equipment utilized in the maintenance and repair of water and wastewater systems.
- District operations, policies and procedures as they relate to assigned duties.
- Standard and accepted principles and practices of water and wastewater system operations.
- Applicable surface water treatment and distribution regulations.
- Standard and accepted radio telemetry systems and microcomputer operations.

- Pertinent State and local regulations and codes as they relate to water and wastewater systems operations and maintenance.
- Standard and accepted components and parts currently utilized in the repair and maintenance of water and wastewater systems, pumps, generators, motors and related equipment.
- Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair, and monitoring of water and wastewater systems.
- Basic principles and practices of purchasing.
- Occupational hazards and appropriate safety precautions for maintaining and repairing water, wastewater and related systems.
- Basic mechanical principles and applications.
- Standard and accepted safety procedures applied to water and wastewater systems and operations.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

## **2. Ability to:**

- Recognize occupational hazards, standards and approved water and wastewater maintenance procedures and appropriate safety precautions to protect self and others.
- On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to 30 feet or climb up onto heavy equipment to begin operations; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry weight of 75 pounds or less.
- Apply understanding and common sense to carry out instructions in oral, written or diagram form.
- Function as a productive, effective, positive and proactive member and/or leader of assigned work team(s).
- Identify problems and collect and analyze pertinent data in order to determine appropriate course of action within parameters of given alternatives.
- Test, diagnose, troubleshoot, operate and perform repair and maintenance tasks on water and wastewater systems and related equipment.
- Drive a variety of trucks including vactor, boom and dump trucks.
- Operate and maintain standard equipment, tools and vehicles utilized in the performance of assigned duties in a safe and effective manner.
- Maintain daily logs/maintenance documentation and prepare routine reports.
- Read, interpret and record readings of gauges, meters and charts and adjust or maintain levels of chlorine as established by public health standards. Apply concepts of basic algebra and geometry; calculate figures and amounts such as proportions, percentages, area, circumference and volume.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Provide courteous and positive customer service.
- Operate and use modern office equipment including computers and applicable software.

- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Two (2) years of progressively responsible experience performing first-journey level work comparable to a Utilities Operations Specialist II with the District.

### **2. Certification & Licensing Requirements:**


- Possession of valid Class A Commercial Driver's License and driving record that complies with District policy is required.
- Possession of a valid T2 Water Treatment Plant Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid D2 Water Distribution Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid Grade II Collection System Maintenance Certificate issued by the California Water Environment Association.

## **WORKING CONDITIONS**

Work is performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise. Work may also be performed in confined spaces, or at heights above or below the ground. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:** 

**Date:** 01/30/2015

**Classified by:** 

**Date:** 01/15/2015

**Approved by:** 

**Date:** 01/15/2015