



Lead Water Production Operator

Department/Division:	Operations/Production
Reports To:	Chief Water Systems Operator – Production
Provides Direction To:	Assigned Staff
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, leads and participates in the operation and maintenance of District equipment and facilities for sourcing, treatment and the distribution of drinking water to its service areas. Leads and performs a full range of water system duties which include but are not limited to operating and maintaining wells, wellhead treatment systems, reservoirs, surface water treatment plants, booster pump stations, transmission and distribution pipeline, and related equipment and facilities. Every operator is required to serve on a rotating shift and serve “on call” with a District cell phone after hours, weekends and holidays.

DISTINGUISHING CHARACTERISTICS

This first level working supervisory-level class exercises independent judgment on diverse and specialized work involved in water production services. Incumbents lead and perform a variety of duties such as inspecting, operating and maintaining pumping equipment, reservoirs, and other facilities of the District; and performing related duties and responsibilities as assigned. The Lead Water Production Operator is distinguished from the Water Production Operator III in that the Lead Water Production Operator requires a higher level of certification, perform the full range of lead duties, and independently performs a broader scope of work. Incumbents are responsible for assigned work crew and direct, oversee, and perform the more complex work assigned to their crews, but are also responsible for direct supervisory responsibilities such as ensuring work quality, addressing staff performance, developing and delivering performance evaluations, and overseeing the training, development, and safety of the employees assigned to their work crews. Incumbents are responsible for providing technical level support to higher level supervisory and management staff in a variety of areas. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy requirements.

ESSENTIAL FUNCTIONS

The duties listed below 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 class.

- Leads and participates in the daily inspection, operation and maintenance of the District’s pumping equipment and boosters to ensure an adequate supply of water in reservoirs and the District water system.

- Instructs and directs lesser skilled workers in the proper performance of duties and provides input regarding their performance.
- Participates in the inspection and maintenance of District reservoirs.
- Maintains records of work performed.
- Checks and records meters and other gauges; computes daily and monthly readings; analyzes and resolves routine to complex issues independently.
- Conducts regular measuring of the depth of all active and inactive District wells.
- Checks and adds oil to pumps and engines, greases bearings, and performs a variety of other routine preventative maintenance work on pump engines and equipment; listens for and analyzes noises or vibrations; analyzes and resolves routine to complex issues independently.
- Inspects and lubricates booster and well pumps; inspects and sets switches; tightens and adjusts pump packing glands and mechanical seals; removes and replaces or repairs valves.
- Performs a variety of construction, maintenance, and repair work on pump houses and facilities; performs weed abatement around all pump buildings.
- Collects samples for water quality testing; performs chlorinating and/or flushing to reach the proper residuals or water quality.
- Assists in ordering equipment, parts and supplies.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- Maintains all well head treatment facilities.
- Operates and understands District's Supervisory Control and Data Acquisition (SCADA) system.
- Participates in the scheduling of service and maintenance of the District's automatic control valves.
- Participates in the operations and maintenance of the Water Filtration and Treatment Plant.
- Records findings, prepares reports, and maintains logs.
- Performs a variety of skilled water system repairs and maintenance, as needed or assigned.
- Maintains and operates baseline feeder.
- Maintains a working understanding of the District's distribution system including the ability to interpret trends, recognize potential issues, review set points for all water production facilities on the District's SCADA system, and make or advise corrective measures to assure proper levels are maintained in every pressure zone.
- Communicates with other water districts for the sale and/or delivery of water.
- Serves on a rotating shift and serves "on call" with a District cell phone after hours, weekends and holidays which fall within the assigned shift.
- Cross-trains in other department job duties.
- Participates in District safety meetings.
- Performs other duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles and practices of lead direction, work coordination and training.
- Water distribution and treatment procedures, equipment, materials, and tools.

- Distribution system layout, storage facilities, cross-connection and backflow devices, service connections, systems map, assess system demand, flow rates and velocity, head loss, cavitation, water hammer, water pressure and volume, static and dynamic pressure.
- Valves, water meters, hydrants, chemical feeders, corrosion, power generators, SCADA, pump types, uses, and sizes, pumps and motors, water horsepower, water mains, piping, storage tanks, and equipment installation and repair.
- Cleaning and maintenance, excavation, installation, and repair, joints and fittings, leak detection and repair, pipe selection, and service line installation.
- Watershed protection, wells/groundwater, surface water/reservoirs, raw water storage, clear well storage, and unidirectional flushing.
- Coagulation/flocculation/sedimentation, filtration, disinfection, corrosion control, taste and odor, iron and manganese removal, fluoridation, and BAT (Best Available Technology).
- Chemical feeders, pumps and motors, blowers and compressors, water meters, pressure gauges, instrumentation, and electrical generators.
- Sampling, general lab practices, disinfectant analysis, alkalinity analysis, pH analysis, turbidity analysis, specific conductance, hardness, fluoride analysis, color analysis, taste and odor analysis, and microbiological analysis.
- California waterworks standards, safe drinking water act and amendments, surface water treatment rule and amendments, primary contaminants, secondary contaminants, lead and copper rule, and total coliform rule.
- Policies, rules, procedures and regulations impacting water production service, treatment and repairs.

Ability to:

- Provide lead direction, work coordination and training for lower-level staff.
- Assist in planning and scheduling work assignments, setting priorities, and training lower-level staff; may provide input into evaluations.
- Perform skilled and responsible aspects of water production work.
- Operate, maintain, and repair motors, engines, pumps, valves, and other distribution equipment.
- Adjust, monitor and regulate chemicals to meet state water quality requirements.
- Inspect water services and detect tampering, diversion, or other issues.
- Read, interpret and apply a variety of charts, maps, gauges, and GIS.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: High School diploma or equivalent.

And

Experience: Four (4) years of experience in the preventative maintenance of pumps, wells, water filtration plants and related equipment equivalent to a Water Production Operator III.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of SWRCB Certification as a Grade 4 Water Distribution Systems Operator.

Possession of SWRCB Certification as a Grade 2 Water Treatment Systems Operator.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; talk and hear. The incumbent is frequently required to walk and to reach with hands and arms. The employee is frequently required to sit, climb or balance and stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work involves exposure to potential harm, infectious disease and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.