

City of Fernley

Water Distribution Lead Operator

~~Range 128: \$43,035 – \$66,289~~

Created: 07.18.2012

Updated:

FLSA Status: Non-exempt

DEFINITION

~~Under direction of the Water Distribution Foreman, coordinates and participates in the operation, maintenance, repair and construction of the City's potable water distribution system, raw water conveyance system, wells and pumping facilities. Under direction of the Water Distribution Foreman, Lead Operator and/or Shift Operator, performs all daily operational raw and potable drinking water process requirements in accordance with local, state, and federal directives and regulations throughout the City's Water Production and Distribution Systems.~~

DISTINGUISHING CHARACTERISTICS

~~The Lead Distribution Operator position is distinguished from the other positions in the Water Distribution Operator series by its responsibility for the quality and quantity of results and accomplishments of the assigned staff.~~

~~This is the advanced level position within the Water Distribution series. Advanced level of raw water supply and distribution system operations experience and familiarity with water treatment plant operations required. Knowledge of techniques, practices, and methods of water transmission and distribution, vertical turbine and submersible pumps, pipe installation and repair, meter services, excavations, instrumentation and mechanical equipment associated with water distribution. Familiarity with drinking water regulations as promulgated by USEPA and NDEP/BSDW and some experience in the development and preparation of water quality reports and coordination with regulatory agencies; the ability to communicate effectively, orally and in writing. Experience in providing direction to staff and scheduling maintenance activities; assist in the development of operating budgets.~~

~~Incumbents in this class are expected to possess and maintain a minimum Grade III Water Distribution Operator Certificate issued by the State of Nevada as well as a Class B CDL and be prepared to perform as "person in responsible charge" under those credentials. Licensed Backflow Tester or Cross-Connection Control Specialist is desirable.~~

~~**EXAMPLES OF DUTIES:** The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below.~~

~~**ESSENTIAL FUNCTIONS:** (Performance of these functions is the reason the job exists. Employee may not be assigned all duties and assigned duties/tasks are not limited to the essential functions.)~~

- ~~1. Responsible for Water Distribution production and distribution systems of all facility process controls and operating procedures;~~
- ~~1.2. Oversees distribution day-to-day operations, provides technical direction and assigns duties to water distribution shift operators and utility operators.~~
- ~~2.3. Fills in as the "Person in responsible charge" for the Water Distribution System, Raw Water production and conveyance and associated pumping facilities during the absence of the Water Distribution Foreman.~~
- ~~3.4. Provides direction, advice and support to staff; determines the need for repair and maintenance of existing public works facilities and equipment; researches and updates equipment and facilities that utilize modern technology, including computer programs to improve operations; recommends purchases of new equipment or construction of new facilities; consults with engineers and other resources as required.~~
- ~~4.5. Ensures the timely completion of scheduled projects according to applicable codes and specifications;~~

determines and implements modifications in specifications where appropriate: researches and develops specifications for material and equipment used in Public Works operations.

- ~~5-6.~~ Develops and assists with staff evaluations; implements training programs to enhance the capabilities of staff and improve the delivery of services; instructs and trains staff; hears, responds to and resolves employee problems, concerns and complaints. Reviews procedures, quality and quantity of work performed by staff members; recommends disciplinary action when necessary.
- ~~7.~~ Schedules maintenance and repair activities; organizes and prioritizes work; assesses and determines staffing needs; coordinates activities of staff and the availability of equipment and materials; arranges for training in use of equipment and in performance of specialized tasks.
- ~~6-8.~~ Monitors and inspects assigned water facilities to identify needed repairs and performs quality control reviews of completed projects to ensure compliance with standards; determines maintenance schedules and work methods; prepares recommendations based upon the results of inspections; investigates and resolves complaints and concerns regarding department services and facilities.
- ~~7-9.~~ Estimates costs of repairs and small construction projects; facilitates the procurement of necessary materials and equipment; monitors expenditures on assigned projects to assure compliance with budgets; accounts for variances between projected and actual expenditures.
- ~~8-10.~~ Oversees the operation of the water distribution systems, water storage facilities, and backup systems; follows up on scheduled maintenance activities; reviews daily activity records.
- ~~9-11.~~ Maintains records and reports of system maintenance and repair activities, equipment usage; keeps records of time worked, equipment and supplies used, and conditions observed; controls the distribution and usage of tools and equipment.
- ~~10-12.~~ Inspects facilities and observes field operations to assess conditions, needed work, and staff work performance; responds to emergencies and handles peak workloads by prioritizing projects and assigning staff.
- ~~11-13.~~ 12. Coordinate and monitor pumping facility operations, diagnose & troubleshoot mechanical, electrical and SCADA systems as required; check operation of gages and trends, perform routine maintenance on system instrumentations; maintain water storage facilities; maintain auxiliary generators; replace filters and mechanical seals, maintain daily records.
- ~~12-14.~~ Manage raw & potable water pumping facilities, pressure reducing / sustaining valves, distribution pipes valves and appurtenances; ensure timely sampling for monitoring compliance; check flow data records and record test results, gage readings and observed conditions; evaluates data to ensure proper operation of the overall distribution system in accordance with the NDEPIBSDW.
- ~~13-15.~~ Review O&M manuals and assist in making appropriate changes as required; regularly review Standard and Emergency Operating Procedures (SOPs and EOPs); review facilities Emergency Response Plan: posts and controls the shift operators "required reading" boards.
- ~~14-16.~~ Communicates with NDEP/ BSDW as required.
- ~~15-17.~~ Assists Water Distribution Foreman with development of annual operating budget, review operating expenditures.
- ~~16-18.~~ Assist with the implementation of the City's Cross-Connection Control program as required by local Ordinance and NAC445A. Ensure Cross-Connection compliance within distribution infrastructure.
- ~~17-19.~~ Performs related duties and responsibilities as required.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and Abilities:

Knowledge of:

- supervisory and delegation techniques
- techniques to motivate employees
- principles, practices, methods, and materials used in maintenance and operation of water systems;
- equipment and tool safety and operating procedures for distribution operations; regulations governing the operation of municipal water treatment facilities and the related distribution, and storage facilities;
- laboratory procedures for basic, routine testing of water system plus related sample gathering and handling techniques; and
- occupational hazards and safety practices related to water system operation, repair, and maintenance

Ability to:

- direct, lead, motivate and evaluate employees;
- perform a variety of semi-skilled and skilled manual maintenance and construction tasks on treatment equipment and facilities;
- maintain accurate and legible records of activities and conditions observed;
- understand and follow written and verbal instructions;
- read and follow diagrams;
- perform water systems arithmetic calculations;
- safely operate a variety of equipment and tools;
- work harmoniously and tactfully with other City employees, contractors, and the public including individuals having complaints regarding City services;
- locate and repair problems with equipment, machinery, and water systems while working independently in the field;
- share information, as appropriate, consistent with City policy;
- apply work methods consistent with state and federal regulations, department, and city policies and procedures;
- train new staff in work methods and equipment operation;
- select alternatives and project the consequences of proposed actions; and,
- operate a personal computer and Process Control Systems Equipment.

SPECIAL REQUIREMENTS:

Must possess a valid Nevada driver's license and possess or obtain a valid commercial driver's license with a B and N endorsement within six months of employment. Class B CDL.

Must complete OSHA 30 certification within 90 days of employment.

Incumbents in this class must possess and maintain a D-3 Water Distribution Operator Certificate issued by the State of Nevada/NDEP; and perform under those credentials.

Experience and Training: *Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:*

High school diploma or equivalent;

and plus two (2) years of experience in the operations and maintenance of Water Treatment Plants or Water Distribution Systems or equivalent.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. In compliance with applicable disabilities laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.*

Strength, stamina, and dexterity to sit in vehicles operating on rough roads and rough surfaces for short periods of time each day; walk on uneven or slippery surfaces; perform heavy manual tasks using hand tools such as shovels and picks; perform repetitive motions including use of controls with hands and feet; climb up and down ladders to enter confined spaces and other areas; coordination and dexterity to adjust and make minor repairs to equipment; strength to lift and carry containers and equipment weighing up to 90 pounds; visual acuity sufficient to operate equipment and read gauges in a variety of lighting conditions, including bright light, low light, and low visibility conditions; depth perception sufficient to maneuver equipment and determine position of equipment components; ability to hear changes in operation of motors and other equipment; physically demanding work for continuous and lengthy periods of time.

WORKING CONDITIONS

Work in outdoor and indoor environments with intermittent to frequent exposure each day to unpleasant elements such as vibrations, noise, dust, fumes and odors, dampness, raw sewage, noise levels, or extreme weather conditions including heat, rain, snow, cold and wind, and dust. Potential exposure to dangerous chemicals. Occasional work in confined areas. Work is typically performed independently and may be in isolated geographic areas.

~~FLSA Status: Non-Exempt~~

~~Reports to the Water Distribution Foreman.~~

The job description does not constitute an employment agreement between the City and employee. It is subject to change at any time by the City at its sole discretion.

I have read and received a copy of this job description and understand the duties.

Signed

Print

Date