



CITY OF CHINO

Water Distribution Lead Operator

Definition:

Under general supervision, performs skilled manual labor in the operation, maintenance, and repair of water systems; leads the work of a crew engaged in such work; and performs related work as assigned.

Class Characteristics:

Water Distribution Lead Operators are distinguished from Water Distribution Operators by their responsibility to regularly lead a crew in maintenance projects involving City water systems. They may also be expected to assist in the training of less experienced personnel, function as the City's "Shift Operator" for water distribution related situations and serve as an after-hours duty person.

Essential Functions:

- Participate in, mentor, train, and lead the work of assigned staff engaged in installing, maintaining, removing, and repairing large and small water service pipelines, valves, and hydrants; locating, excavating, cutting, fitting, laying pipelines, and repairing pipelines and related facilities; cleaning and flushing water mains; inspecting, testing, and operating valves, fittings, and related water distribution equipment; keeping truck stocked with supplies and materials and repairing equipment; inspecting water projects for leaks, decayed pipes, and spills; installing barricades and routing traffic in a safe manner; repairing road surfaces associated with water facilities excavations.
- Report safety or security hazards in all public facilities; report maintenance or repairs as needed.
- Assign specific work/tasks to staff; assist in the preparation of performance evaluations; review time sheets for proper computation; prepare and submit records and reports concerning work performance.
- Ensure the work of assigned staff is performed in a safe and efficient manner, train subordinates in semi-skilled operations and safe work methods and practices.
- Answer emergency calls from the public and other agencies taking appropriate action such as placing barricades, removing fallen trees and limbs, repairing water and sewer mains, replacing street signs and emergency repair of streets or flood control facilities.
- Coordinate work to be performed by contractors, including the daily review of work to ensure compliance with specifications, and resolve problems in the field as needed.
- Meet with representatives of contracting firms to review performance deficiencies and expected corrective actions; discuss need for special projects and/or additional work and request cost figures.
- Maintain written records of work being done and resources utilized; review coding on invoices and recommend approval for payment; write letters detailing deficiencies in work completed by contractor.

Water Distribution Lead Operator

- Perform inspection of work areas for compliance with accepted standards, required maintenance, and needed corrective work; maintain records of work performed; maintain equipment.
- Review plans and specifications for conformance with City standards.
- Obtain price quotations and process purchasing of materials and supplies; maintain records of equipment and spare parts inventory to ensure adequate resource reserve.
- Respond to complaints from employees and the public and to requests for information; resolve problems; inspect facilities for compliance with City standards.
- Operate and train others in the proper use of City vehicles and equipment as required.
- Provide temporary and vacation relief in similar occupational fields as necessary, including assuming the role of designated "Shift Operator" for water distribution related situations.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. Incumbents will possess the most desirable combination of training, skills, and experience, as demonstrated in their past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Possession of a valid Sewer Collection System certificate from the California Water Environment Association (desirable).

Experience:

- Experience in public works water system operations, maintenance and repair work, and supervision of contract work (two years of pertinent experience is desirable).
- Two years of experience as a Water Distribution Operator or equivalent (desirable).

Considerable knowledge of:

- Equipment operation, techniques, and methods used in the area of specialization.
- Lead supervision and training techniques.
- Common tools and equipment used in construction and maintenance work.

Water Distribution Lead Operator

- Basic safety precautions and procedures.
- Traffic laws, ordinances, and rules related to truck and heavy equipment operations.
- Equipment and procedures involved in the installation, maintenance, and repair of water systems, including the operation of excavation and trenching equipment, and confined space.
- Related laws, ordinances, rules, regulations, policies, and procedures.
- Materials, tools, and methods used in general building repair and maintenance.
- Procedures involved to locate buried water facilities, by use of an underground pipe locator, as well as being familiar with Dig Alert procedures.

Knowledge of:

- Data processing systems/applications.

Skill in:

- Operation of a variety of equipment and vehicles.
- Use of hand and power tools.
- Operation of a personal computer for word processing, development of spreadsheet documents, and data analysis.

Ability to:

- Lead the work of others engaged in the area of specialization.
- Operate equipment and tools used in work performed.
- Prepare written reports and prepare and maintain accurate records.
- Operate a computer and use a variety of software programs.
- Understand and follow verbal and written directions.
- Work safely, efficiently, and independently.
- Perform journey level skilled tasks.
- Perform heavy manual labor and physically strenuous tasks on a regular basis.
- Lift 50 pounds on a regular basis.
- Perform semi-skilled and/or skilled tasks in a variety of construction and maintenance activities.
- Safely operate vehicles, equipment, and stationary mechanical equipment, which may include but not limited to; service truck, dump truck, vacuum excavator, backhoe, spoil compactor, dewatering pump, jack hammer, concrete saw, air-compressor, forklift, and various power and hand tools.
- Make minor adjustments and repairs to equipment and tools that include but not limited to; air-compressor, jack hammer, concrete saw, and various power and hand tools.
- Respond to emergency and problem situations in an effective manner.
- Communicate effectively with a variety of personnel and establish/maintain effective working relationships.

Water Distribution Lead Operator

- Understand and apply policies and procedures.
- Mix and pour concrete by hand or cement mixer.
- Read and interpret basic maps, blueprints, and specifications.
- Repair irrigation and sprinkler systems.
- Perform light carpentry, plumbing, and masonry work.
- Operate and properly repair valves, fittings, and hydrants.
- Accurately read gauges and testing equipment.
- Inspect, operate, diagnose problems, and perform preventative maintenance and repair work on electric motors, pump panels, engines, pumps, compressors, valves, and related equipment.
- Analyze, interpret, and/or evaluate bid specifications.
- Deal tactfully and courteously with internal and external customers.
- Maintain and service safety equipment.
- Properly wear Personal Protective Equipment (PPE) as required.

Special Requirements:

- Possess a valid California Driver License and a satisfactory driving record, and have the ability to obtain a valid Class A California Driver License with appropriate endorsements within one year of the date of appointment.
- Possess a valid SWRCB-DDW certificate from the State Water Resources Control Board Division of Drinking Water, Grade D-3 (or higher), or have the ability to obtain certificate within two (2) years from the date of appointment.
- Possession of CPR, First Aid, Confined Space, and Forklift certifications within the first year of employment.
- Have the ability to report to the workplace or field outside of normal shift hours for emergency callouts or special scheduled work as needed.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.
- Be aware that at times you may be required to utilize certain respirators and/or work with certain chemicals, and due to safety regulations incumbents may be prohibited from wearing contact lenses and/or glasses and beards or other facial hair which may prevent a proper fit unless alternative Personal Protective Equipment (PPE) can be found to mitigate the safety concerns regarding the wearing of such items.
- Successful completion of probationary status is dependent upon acquisition of required certifications.

Physical Profile:

Category III – Heavy Physical Effort: Positions in this category require exceptional physical ability associated with prolonged periods of heavy physical labor.

Water Distribution Lead Operator

Characteristics: Positions allocated to this category regularly perform heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position to position, but always involve heavy physical exertion.

Position Requirements:

- Heavy Lifting
Lifting over 50 pounds, with frequent lifting, pushing and/or carrying of objects weighing over 25 pounds.
- Climbing
Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs, and/or hands and arms.
- Reaching
Reaching above the shoulders to place and/or retrieve objects.
- Walking
Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day).
- Standing
Ability to stand with little movement for long periods of time (usually a minimum of two or more hours per day).
- Agility
Ability to move quickly and easily often including the ability to crawl, stoop or bend.
- Distant Vision, Acceptable for Driving
Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.
- Temperatures
Work in temperatures sufficiently high or low to cause bodily discomfort.
- Chemical or Biological Agents
Regular contact with potentially harmful chemical or biological agents.
- Fumes

Water Distribution Lead Operator

Potential inhalation or contact with smoke, vapors, dust or gases.

- Heavy Equipment
Operate various heavy equipment such as tractors, backhoes, graders, trucks, etc.
- Power Equipment
Operate power tools or other machinery that are potentially hazardous.
- Work Environment - Outdoors
Ability to work outdoors in all types of weather conditions.
- Work Environment - Moving Objects
Ability to work around moving objects, machinery or vehicles.
- Work Environment - Surfaces
Ability to walk on slippery or uneven surfaces.
- Confined Space Entry
Ability to work in confined spaces using appropriate safety equipment.
- Heights
Ability to work on surfaces above 20 feet.

Employee Unit:

American Federation of State, County, and Municipal Employees (AFSCME) District 36

Revised: 12/14/2020
Replacing: 01/07/2020