

**Chester Public Utility District**

**Manual of Policies**

**POLICY TITLE: Operator 1 Part Time/Emergencies Job Description**  
**POLICY NUMBER: 2310**

**UNION: none**  
**FLSA: Non-Exempt**

**OPERATOR I Part Time/Emergencies**

**DEFINITION:**

If employee has full license requirements: Under general supervision, does a variety of semi-skilled work in the construction, installation and maintenance of the District's water and wastewater facilities and services; general house and grounds keeping; operate a sewage treatment plant; perform routine laboratory tests; make repairs and adjustments to plant equipment; visually inspect District sewer lines for obstructions or failures, and to perform related duties as assigned.

If employee does not have required license requirements: Perform same related duties as if employee holds a license, but under direct supervision of a fully licensed supervising operator.

**DISTINGUISHING CHARACTERISTICS:**

**Operator I:**

This is the entry-level classification in the Operator series. Positions at this level usually perform most of the duties required of the positions at the Operator II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is gained, assignments become more varied and are performed with greater independence.

**REPORTS TO:**

Utility Operations Manager, supervisor with required licenses ~~Field Supervisor.~~

**CLASSIFICATIONS SUPERVISED:**

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This is not a supervisory class. However, may provide general direction or assignments to Operator in Training or Maintenance Worker/Meter Reader.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES: (Illustrative Only)**

**Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.**

- Participates in the installation, construction, maintenance and repair of water mains, pump stations, service lines, and other water utility components, including valves, regulators, and pumps and motors; taps mains-
- Installs, maintains, tests and repairs fire hydrants.
- Digs and backfills trenches.
- Resurfaces asphalt and forms, pours and finishes concrete repairs at job sites.
- Activates and ~~d~~Deactivates water services
- Reads water meters.
- Collects water samples.
- Participates in the installation, maintenance and repair of sanitary sewers, pumping stations, storm drains and related structures; inspects system components.
- Lays sewer lines.
- Raises or lowers manholes to proper street or alley grade.
- Cleans, rods and flushes District sewer lines.
- Maintains and makes minor repairs to all District properties.
- Assists in excavating for services using hand and/or power tools.
- Sets services saddles on mains and operates tapping equipment.
- Runs services lines, sets meter yoke, meter and meter boxes.
- Learns location of valves, meters and manholes; reads and sets meters.
- Rods and flushes sewer mains.
- Operate valves and other controls to feed chemicals into sewage and water.
- Regulate and control the flow of sewage through the plant, including the operation of bar screens, pumps, blowers, chlorinators, and other equipment.
- Read charts and gauges and maintains a log of plant operations.
- Take samples of sewage and perform routine laboratory tests, such as chlorine residual, bio-chemical oxygen demand, dissolved oxygen, volatile solids, settleable solids, and other tests.
- Assist in periodic maintenance work, including disassembly and repair of pumps, valves, flow rate controllers, chemical dispensers, bar screens, collectors, and other plant equipment.
- Utilize SCADA system to track operational and plant process control trends.

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- On-call during off duty periods when directed by the Utility Operations Manager General Manager or designee and generally available to respond to night and weekend emergencies.
- Other related duties as may be required.

#### **DESIREABLE QUALIFICATIONS:**

##### **Knowledge of:**

- Safe work practices.
- Safety rules, codes and regulations pertaining to wastewater systems.
- Hand and power tools, equipment and materials used in maintenance and construction work.
- Methods, techniques, and equipment used in sewage disposal.
- Operation, maintenance, and repair of wastewater treatment plant equipment.
- Operation, maintenance, and repair of wastewater system lines.
- Wastewater treatment principles, methods, and practices.
- Proper methods used in cleaning work.
- Basic facility and ground maintenance techniques and materials.
- Principles and procedures of record keeping and reporting.
- Modern office practices, methods and computer equipment and applications related to the work. Recordkeeping and reporting procedures
- Chain of command.
- SCADA system, chlorine handling procedures, and hazmat safety rules and regs
- English usage, spelling, vocabulary, grammar, and punctuation.

##### **Ability to:**

- Perform semi-skilled work in the maintenance, construction, and repair of District facilities.
- Perform manual labor.
- Perform periodic maintenance work, including disassembly and repair of pumps, valves, flow rate controllers, chemical dispensers, bar screens, collectors, and other plant equipment.
- Read charts and gauges and maintain a log of plant operations.
- Take samples of sewage and perform routine laboratory tests, such as chlorine residual, bio-chemical oxygen demand, dissolved oxygen, volatile solids, settleable solids, and other tests.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Clean and care for an assigned area and equipment.

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- Perform a variety of general maintenance and semi-skilled work in the maintenance and repair of District buildings, facilities, and associate equipment.
- Recognize and locate conditions which require maintenance and repair.
- Work on own initiative without close supervision.
- To respond to night and weekend emergencies, upon direction of direct supervisor.
- Efficiently and accurately complete tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication

#### **MINIMUM QUALIFICATIONS:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

#### **Operator I:**

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade. (High School Diploma or GED)
- Three (3) years previous work experience as an Operator in Training or equivalent.
  - General Manager and Utility Operations Manager have discretion to determine if years of experience qualify a candidate for this classification.
- A valid Class “C” California Driver's license.
- Clean driving history acceptable to the District’s insurance carrier.
- Possession of a valid Operator in Training Certificate preferred.
- Possession of a valid State Water Resources Control Board, Division of Drinking Water, D-2 Water Distribution Operator Certificate preferred.

#### **TOOLS AND EQUIPMENT USED:**

May include District trucks, vehicles, trailers, backhoe, loader, excavator, rodding machine, jetter, various snow removal equipment, pneumatic tools, sewer cameras, various other hand and power tools, shovels, telephone, or other tools and heavy equipment as required by the assignment

#### **PHYSICAL DEMANDS:**

Frequently stand and walk; walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; must be able to maintain stamina

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during sustained physical activity; finger dexterity and arm-hand steadiness to use a variety of hand and power tools; must be able to reach and lift arms above the shoulder; ability to lift material weighing over 100 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication; ability to wear safety and protective clothing such as hard hats, safety glasses/goggles, ear plugs, respirators, gloves, boots and chemical resistant clothing; use of hand tools, chain saws, and jackhammers.

**ENVIRONMENTAL ELEMENTS:**

While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near moving mechanical devices. The employee occasionally works in high, precarious, or in confined places and is occasionally exposed to adverse environmental / work conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature and noise extremes, machinery hazards, electric currents, traffic hazards, pathogenic substances or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

**PROBATIONARY PERIOD:**

Successful applicant shall have a one (1) year probationary period.

**WAGES/BENEFITS:**

~~Pay scale and benefits are under the Local 39/CPUD Miscellaneous most current, approved MOU.~~

~~Non-Benefit position. California minimum sick leave accrual. 1000 hours per fiscal year maximum.~~

~~Pay scale: \$27-\$35 depending on qualifications, licensing, and experience per General Manager's discretion~~

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