



Utility Operations Equipment Operator I/II

DEFINITION:

Under immediate (Utility Operations Equipment Operator I) to general (Utility Operations Equipment Operator II) supervision, performs a variety of semi-skilled and/or skilled tasks in maintenance work and operation of heavy equipment in the construction, operation, repair, maintenance, and replacement of District wastewater and potable water systems; and operates a variety of tools and construction equipment as necessary.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate (Utility Operations Equipment Operator I) to general (Utility Operations Equipment Operator II) supervision from assigned supervisory or management staff. May provide technical and functional supervision to Maintenance Worker personnel as a crew leader, and/or may act as Utility Operation Crew Chief on an intermittent basis when necessary.

CLASS CHARACTERISTICS:

Utility Operations Equipment Operator I: This is the entry-level class in the Utility Operations Equipment Operator series. Positions in this class usually perform most of the duties required of the Equipment Operator II's but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Generally, changes in procedures or exceptions are explained in detail as they arise.

Utility Operations Equipment Operator II: This is the journey-level advanced class in the Utility Operations Equipment Operator series. Positions within this class are normally filled by advancement from the Equipment Operator I class. Appointment to the II level requires that the employee be performing substantially the full range of duties for the class and meet the certification standards for the class, as defined in this document. When filled from the outside, position requires applicable certifications and prior experience.

Positions in the Utility Operations Equipment Operator I/II class series are flexibly staffed; positions at the Utility Operations Equipment Operator II level are normally filled by advancement from the Utility Operations Equipment Operator I level; progression to the Utility Operations Equipment Operator II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; and (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications.

EXAMPLES OF ESSENTIAL DUTIES (Illustrative Only):

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

Positions at the Utility Operations Equipment Operator I level may perform some of these duties and responsibilities in a learning capacity.

- Operates and maintains construction excavating equipment including but not limited to hydro-flushing / excavating trucks, dump trucks, backhoes, loaders, crane truck, jack hammers, and forklift.
- Drives trucks of various sizes and weights in the loading, hauling and unloading of equipment, gravel, sand, concrete, and base rock.
- Maintains, inspects, repairs, and operates pumping, distribution, storage, and collection systems.
- Performs required labor involved in construction and maintenance of projects as part of a crew; including: laying pipe, trenching, back filling, pavement cutting, ditch digging, manhole and line cleaning, and pipe repair.
- Cuts, fits, lays, repairs, taps, cleans and flushes water and sewer mains & services.
- Installs, maintains, inspects, removes, and/or repairs: pipe, valves, fire hydrants, connections, manholes, service lines, clean-outs, vaults, etc.
- Surface restoration: AC, concrete, revegetation, stabilize, etc.
- Assists in shutting off and/or isolating broken sections of water mains.
- Services water supply and distribution systems and wastewater collection systems. May service other District facilities on an "as needed" basis.
- Locates and marks locations of utilities prior to excavations.
- Prepares, updates and maintains records, files, reports, work orders relating to inspections and maintenance including daily work order tracking logs.
- Researches, responds, investigates, troubleshoots, and/or repairs found issues and/or public complaints as applicable.
- Ensures the proper use, inspection and preventive maintenance of equipment and tools prior to and after use by cleaning and checking equipment and tools, reports defects or needed repairs to supervisor.
- Assists with training of seasonal and full-time workers assigned to job sites.
- Performs all duties in conformance with appropriate safety and security standards.
- Maintains a level of personal grooming and physical fitness needed to comply with all job-related state and federal safety laws.
- Uses all personal protective equipment required by state and federal law.
- Must be able to meet all occupational health and safety standards and requirements dictated by local, state and federal law.
- Expected to work standby duty on a rotational basis after completing twelve-month probationary and training period and expected to respond in emergency situations.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION AND EXPERIENCE:

Utility Operations Equipment Operator I/II - High School diploma, GED or recognized equivalent.

Utility Operations Equipment Operator I – Three (3) years of experience in operating equipment, construction, repair, and operation and maintenance of water and sewer systems is desirable.

Utility Operations Equipment Operator II – Five (5) years of related field and equipment experience and satisfactory knowledge of applicable duties listed under Examples of Essential Duties, or two (2) years as a District Utility Operations Equipment Operator I with demonstrated ability and knowledge.

Positions at the Utility Operations Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

KNOWLEDGE OF:

- Knowledge of construction equipment, tools, materials, methods and procedures used in maintenance, construction and repair activities including hazards associated with the work and proper safety precautions; ordinances, and rules involved in truck and heavy equipment operations.
- Operations and services of potable water distribution and wastewater collection agency.
- Purposes, skills, and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment; standards relating to installation, location and required maintenance of traffic signs and pavement markings;
- Equipment, methods, procedures, and materials used in the construction, installation, repair, maintenance, and/or cleaning of wastewater and water mains, lines, water meters, and related facilities; pipefitting and cement work.
- Principles and practices of system inspection.
- Principles of preventive maintenance.
- Methods and techniques of troubleshoot water distribution and wastewater collection systems issues.
- Operational and maintenance practices of water distribution systems, water treatment, and hydraulics.
- Operational characteristics of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment.
- Standards relating to installation, location and required maintenance of traffic signs and pavement markings.
- Properties of backfill materials, construction materials, concrete, and a variety of other materials used in maintenance work;
- Principles of cross-connection control (backflow prevention).
- Basic mathematics.
- Pertinent federal, state, and local laws, codes and safety regulations.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Occupational hazards and standard safe work practices as necessary in work assigned.
- Sewer by-passing operations.

ABILITY TO:

- Operate motorized vehicles and equipment, such as dump truck, pickup truck, utility truck, back hoe, sewer flusher, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, and detection devices.
- Perform semi-skilled to skilled maintenance, construction, and repair work in support of the District's water and wastewater systems.
- Operate and maintain a diverse range of water distribution and wastewater collection systems, components and devices.
- Inspect, troubleshoot and diagnose system issues and malfunctions.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Read and interpret basic maps and blueprints.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

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LICENSES AND CERTIFICATIONS:

Utility Operations Equipment Operator I

Required

- Possession of, or the ability to obtain within eighteen (18) months from date of hire, a Class A Commercial Driver's License (CDL) with a Manual Transmission and Tanker endorsement and acceptable driving record at the time of appointment and throughout employment.
- Possession of, or the ability to obtain within (18) eighteen months from date of hire, a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.

Desirable

- California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- CWEA Collection System Operator Grade 1 (C1) certification desirable.

Utility Operations Equipment Operator II

Required

- Possession of a Class A Commercial Driver's License (CDL) with a Manual Transmission and Tanker endorsement and acceptable driving record at the time of appointment and throughout employment.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.

Desirable

- California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- CWEA Collection System Operator Grade 1 or 2 (C1 or C2) certification desirable.

Failure to obtain and maintain required license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

TOOLS AND EQUIPMENT USED:

Motorized vehicles such as hydro-flushing / excavating truck, dump truck, pickup truck, utility truck, backhoe, loader, crane trucks and back hoes; light and heavy-duty tools and equipment such as and jackhammers; hand and power tools such as saws and sledge hammers, shovels, wrenches, digging bars, picks used to move manhole covers, detection devices, ladders, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping

PHYSICAL AND MENTAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined workspaces, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 50 pounds and frequently more than 75 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

Requires the ability to get and maintain an air tight seal with Self-Contained Breathing Apparatus for confined space entry.

ENVIRONMENTAL CONDITIONS:

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.