



City of Blue Lake

Public Works Operator

Definition: Under the direct or general direction of the Public Works Director, participates in the operation and maintenance of the wastewater treatment and disposal system, including sewer lift stations and associated appurtenances and the water distribution system; and leads, assigns, trains, and performs the work of crews assigned to the construction, maintenance, repair, installation and monitoring of City streets and utilities systems, infrastructure and facilities.

POSITION CHARACTERISTICS:

This is the advanced journey and lead level position in the Public Works Division. This class is distinguished from the Maintenance Worker positions by the performance of more complex duties requiring the application of a more advanced skill or specialized knowledge of the techniques and tools used in the maintenance, repair and/or construction of City streets, facilities, sidewalks, drainage facilities, and water and sewer systems. This class is further distinguished from the Maintenance Worker positions by the performance of technical/functional supervision of assigned staff, including leading, training and coordination of daily work assignments when required.

EXAMPLES OF DUTIES:

- Leads, trains, and coordinates the work of crews performing a wide variety of skilled and semi-skilled tasks in the Public Works Division of the City as needed; provides input to supervisor on assigned crew member performance and other employee related matters.
- Trains assigned staff in proper work and safety methods, techniques and requirements to carry out work assignments, including conducting and documenting safety training programs.
- Prepares and maintains proper traffic control to ensure safe conditions for the public and City workers.
- Operates and maintains a variety of hand and power tools, vehicles, and light and heavy equipment related to assigned area, which may include jack hammer, backhoe, dump truck, loader, skid steer, street sweeper, boom truck, grader, vacuum truck, and sewer video and Closed Circuit Television (CCTV) systems.
- Maintains, cleans, and inspects storm-water drainage structures, including ditches, culverts, manholes, and drop inlets.
- Maintains, repairs, and installs the water distribution system, including installing meters, tapping into main lines to locate pipe and installing and repairing transmission and distribution water mains.

- Coordinates, plans, and performs vegetation management activities, as needed, to eliminate hazards to vehicles and pedestrians, including in public rights of way, storm-water drainage structures, pedestrian corridors, parks, and other open space areas.
- As assigned, may coordinate, oversee, and perform a variety of duties related to the maintenance, inspection, cleaning, and recordkeeping of the City's storm-water and wastewater collection system, including performing preventive maintenance of the wastewater collection system, clearing blockages in wastewater collection system and responding to sewer upsets and other system problems, scheduling and overseeing CCTV main inspections and maintenance of computer database of CCTV video logs and other required reports.
- Closely observes and checks various operational parameters and functions of water and wastewater facilities, including reporting process and equipment status and making adjustments, or taking other appropriate action as necessary.
- Performs basic report, record keeping and mathematical calculations, including completing daily logs, operator sheets and checklists, both manually and by computer.
- Monitors and adjusts as necessary the operation of pumps, clarifiers, drives, generators, cogeneration equipment, plant controls and related equipment; records and interprets lapsed time, flow and other metered data; monitors and adjusts telemetry system and controls.
- Performs chemical analyses on water/wastewater samples, including but not limited to total and fecal coliform, BOD, NFR, pH, volatiles, bioassay, chlorine residual, fluoride residual, and temperature.
- Performs preventive maintenance on the wastewater treatment and disposal system, including sewer lift stations and associated appurtenances, including inspecting wastewater collection and transmission lines for malfunctions or blockages, and clearing blockages or performing other corrective measures, changing chlorine and sulfur dioxide cylinders, monitoring and adjusting fluoride and chlorine feed rates, troubleshooting, repairing, and performing routine operation and maintenance on chemical analyzers and feed controllers for chemicals such as chlorine, sulfur dioxide, and fluoride. Participates in sewer bypass pumping as needed.
- Performs water meter duties, including changing water meters, turning water meters on and off, repairing water meters, locating, exposing and reading water meters, monitoring and testing back flow devices , and performing and verifying repairs and keeping records of same.
- Investigates and acknowledges alarms throughout the wastewater and water facilities, including monitoring, polling, and responding to lift station alarms, locating and notifying stand-by personnel to respond to and resolve lift station alarms, and providing support, security, and communication to maintenance personnel at lift stations when responding to alarms.
- Maintains the water and wastewater facilities in clean order, including mowing, weed trimming, painting, pressure washing, and custodial duties.
- Responds to customer questions and/or complaints , including questions and complaints about color, taste, odor, pressure, lack of water, water leaks and sewer lift overflows ; delivers past due notices to customers.

- Speaks and presents to school and civic groups regarding the water/wastewater treatment facility and systems, and conducts tours of the facilities
- Responds to complaints and answers questions from the public; responds to work order and nuisance abatement calls; picks up and disposes of items in public rights of way, including debris, dead animals, and spills.
- May perform the duties of Supervisor, as assigned, during his/her absence.
- Performs all other related duties as assigned.

REQUIREMENTS:

Knowledge of: Applicable laws and regulations related to drinking water, wastewater treatment and water distribution systems; principles and practices of wastewater treatment, sewer lift station and associated appurtenances, water treatment and water distribution; water/wastewater sampling methods and standard laboratory tests related to water/wastewater quality; operating principles of pumps, valves, piping, bearings, controls and related water/wastewater equipment; safety procedures relative to working with toxic chemicals in confined spaces; the principles and practices of electronic and electrical systems used in water/wastewater treatment equipment Proper methods, materials, tools and equipment used in water/wastewater facility maintenance; principles and practices of applicable record keeping and basic mathematical calculations.

Knowledge of: Administrative principles and practices, including goal setting, program development, implementation and evaluation, project management, and supervision of staff, either directly or through subordinate levels of supervision.

Knowledge of: Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.

Knowledge of: Applicable Federal, State and local laws, codes and regulations concerning the operation of public utilities.

Knowledge of: Principles, methods, techniques and materials of installation, maintenance and repair of related electrical and mechanical equipment, including the functioning of pumps, small motors, generators and pumping related equipment; principles and practices of carpentry, landscape maintenance and safe working practices and techniques.

Knowledge of: Basic traffic control procedures and traffic sign regulations; safe driving rules and practices, basic computer skills, safety standards for handling hazardous materials and waste and the ability to provide a high level of customer service to the public and City staff, in person and over the telephone.

Knowledge of: Water and wastewater systems, including State and Federal regulations through the attainment of a Grade 1 (or higher) State Water Resource Control Board Wastewater Certificate and State Water Resource Control Board Water Distribution 1 and Water Treatment 1 certification.

OTHER REQUIREMENTS

- Must possess a valid California Class C Driver's License.

- Water Distribution Operator Certificate: At time of employment, possession of a state water distribution certification is desirable. MUST obtain the State standard* within eighteen (18) months of employment. (Currently: Grade D2 within eighteen (18) months of employment.) *Certification subject to change as mandated by the state.
- Wastewater Certificate: At time of employment, possession of a state certificate is desirable. Must be able to obtain the certificate within eighteen (18) months of employment.
- Must obtain 40 hour HAZWOPER Training Certificate within eighteen (18) months of hire and maintain ongoing certificate requirements.
- Within six (6) months of hire, must establish residence allowing response to Corporation Yard within thirty (30) minutes of notification to report.
- Must be willing and available to work extended and/or varying hours as necessary, including nights, weekends, on-call and responding to emergency calls as needed.
- Other certificates or licenses specific to functional area of assignment may be required.

PHYSICAL DEMANDS:

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS:

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, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

STATE OF CALIFORNIA DISASTER SERVICE WORKER: GOVERNMENT CODE SECTION 3100-3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers