
HIGHLANDS MUTUAL WATER COMPANY

JOB DESCRIPTION

OPERATOR III

DEPARTMENT: WATER TREATMENT / DISTRIBUTION

STATUS: NON-EXEMPT

SALARY RANGE: \$35.20 - \$37.40

This position is an "at will" position, meaning employment may be terminated with or without cause and with or without notice at any time by the employee or employer. This position is classified as a Non- Exempt Employee and reports directly to and receives general supervision from the General Manager.

Definition: This position is classified as a full-time non-exempt employee.

Example of Duties: Duties include but are not limited to supervising and delegating tasks to treatment staff of 2 or more; scheduling and assigning daily/weekly/monthly tasks to treatment staff; performs a variety of skilled tasks in the treatment and distribution of water; operates complex equipment; collects and tests water samples, records and analyzes sample data and makes chemical adjustments to maintain efficient operation of the water system, perform water quality analyses, collect and prepare water samples for lab pickup and analysis; perform routine laboratory tests; keeps detailed logs and records of work performed; compiles, completes and submits all State reports on a monthly/yearly bases; complies all Yolo reporting data; keeps details chemical records and inventory; works independently or as a member of a crew in a supervisory position to operate, repair, construct, replace and maintain water treatment and distribution systems, including water tanks; maintain system equipment, operate control valves, operate and perform light maintenance on a range of equipment including; vehicles, tractor, backhoe, perform preventative maintenance on motors, pumps, valves, hydrants, and other water treatment and distribution equipment, assist in cleanup of work sites; ensure proper disposal of hazardous materials; respond to public inquiries, complaints, and/or requests; provide information within areas of assignment and resolve complaints in an efficient and timely manner; respond to after-hour emergencies and participate in on-call rotation, and all other tasks as assigned

Minimum Requirements:

Education: High School Graduate or equivalent. Courses in water treatment and distribution as required for Grade IV Treatment and Grade II Distribution certification(s).

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Certificates/ Licenses: Must have a valid Class C California Driver's License along with a satisfactory driving record to maintain insurability. A minimum of Distribution II and Water Treatment IV certification(s) must be obtained prior to employment. Must maintain valid licenses for the duration of employment.

Experience: Minimum of 4 years of water industry and/or construction experience with increasing responsibility.

Knowledge of: Water industry standards, general construction and safe working practices.

Ability To: Make the most efficient use of time and achieve the highest quality workmanship. Ability to follow oral and written direction. Ability to maintain good working relationships with fellow employees and to maintain good public relations. Ability to maintain a clean and professional appearance for themselves, staff and the Company facilities they are responsible for.

Physical

Requirements: Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Laborer participates in water system maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. All work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District's Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting upwards of 50 pounds. The employee may be called upon to report for work for nonscheduled emergency situations.

Employee Signature

Date

Employer Signature

Date