DEPARTMENT: **Operations**

TITLE: **Field Operator**

REPORTS TO: **Director of Utilities & Field Operator Lead**
FLSA: Non-exempt
CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES:

DIRECT: None
INDIRECT: Field Operator may provide on-site work direction and technical guidance to Utility Worker and Seasonal Labor.

MINIMUM QUALIFICATION REQUIREMENTS:

Unless required by law, experience and education may be substituted for each other upon approval by the Director of Utilities.

Minimum licensing requirement at time of hire:

- A valid California Class "C" driver's license and proof of insurability
- SWRCB Water Distribution Grade 1
- SWRCB Water Treatment Grade 1

Additional requirements post-hire:

- SWRCB Wastewater Treatment OIT within 30 days of hire and Grade 1 within 2 years of hire.
- Must pass Standard First Aid, CPR, Sexual Harassment and Ethics training within 3 months of hire. Training will be provided by the District.

Required licensing must be maintained throughout employment. Loss of certification may lead to demotion or dismissal from employment.

This position requires the ability to be "on-call" as part of a predefined schedule, to work a predefined alternative work schedule, and overtime as necessary. While on-call the operator must be able to arrive at the District within 30 minutes, unimpaired and ready and able to work.

EDUCATION:

High School diploma or equivalent.

EXPERIENCE:

Minimum of two years of experience laying pipe and related materials. Knowledge of water and wastewater operations and maintenance; District rules and regulations; and California and Federal OSHA requirements and their application, understanding of and ability to operate

construction related vehicles and equipment, ability to effectively use a personal computer, peripherals and software such as Word, Excel, Outlook, Sharepoint.

Desirable qualification include training in Water, Wastewater, or a related Science field and experience in and knowledge of recycled water systems.

CONTACT RESPONSIBILITY:

INTERNAL: Interacts with Director of Utilities and Field Operator Lead to receive specific work assignments and review results; with District personnel to discuss and resolve technical issues; with front desk and customer service personnel to coordinate assignments; and all other District personnel as required.

EXTERNAL: Interacts with general public to answer basic questions during the course of carrying out the work assignment; and with emergency service personnel as required.

PHYSICAL REQUIREMENTS:

Active physical work without prolonged heavy exertion. Ability to work on irregular surfaces for prolonged periods of time; traverse long distances; ascend hills and ladders; frequently reposition self to perform construction duties and access and maintain equipment; frequently move objects up to 50 lbs, infrequently move up to 100 pounds, occasionally move objects weighing over 100 lbs; good communication and detection skills; must be able to wear appropriate safety equipment.

ENVIRONMENTAL CONDITIONS:

Outside-Exposure to dust, mud, fumes, odors, dampness, treated and untreated water, raw or treated sewage, recycled wastewater, noisy conditions, or outside weather conditions, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, and possible exposure to heavy equipment.

Indoors- Office environment with lighting and ventilation subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; and exposure to a computer screen.

DETAILED DUTIES AND RESPONSIBILITIES:

Under the general direction of the Director of Utilities, the Operator will perform duties related to construction, installation and maintenance work on pipelines, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. This position also performs operation and maintenance activities at the Wastewater Treatment Facility ("WWTF"). Working knowledge and understanding of District safety rules and regulations and active participation in the District safety program are required. The ability to interact successfully in a team environment; support the District Strategic Plan and Mission statement; and work independently using sound judgment, with a clear understanding of goals, objectives, procedures, and guidelines is essential. Excellent communication skills and stable, reliable attendance is required.

ESSENTIAL FUNCTIONS

- Demonstrate excellent communication skills and reliable attendance.
- Professionally represents the District.
- Perform administrative work as required.

- Prepare or assist in the preparation of required paperwork to document work performed at the job site.
- Respond to emergency situations using sound judgement.
- Participate in training on all procedures, safety, use and operation of equipment, machinery and vehicles.
- Under direction, operate and maintain the District Water, Wastewater treatment facilities.
- Clean and maintain the District sewer collection system.
- Utilize the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills to perform the following: lay and join pipe; break out pavement for installation; maintain/repair mains and services; repair land areas for planting; install and maintain customer meters.
- Perform routine maintenance on District equipment and facilities.
- Operate equipment including (but not limited to): backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, hand tools and similar equipment.
- Administer, test, and maintain District's backflow system.
- Perform general housekeeping of District offices and facilities, and the Wastewater Treatment facility as needed or assigned.

PERIPHERAL FUNCTIONS:
Assist in the operation of the Solid Waste Department and the lighting/landscaping Department as assigned. Perform all other duties as assigned.

The Field Operator may not regularly perform all of the listed duties and/or may be required to perform additional or different duties to address business or staffing needs and changing business practices at the discretion of the Director of Utilities. The Field Operator must be able to satisfactorily perform the essential functions of this position with or without a reasonable accommodation. Any request for accommodation should be directed to the Director of Utilities.