



## **TAHOE CITY PUBLIC UTILITY DISTRICT**

### **Job Description**

**Job Title:** Operations Technician – Water Quality  
**Department:** Utilities  
**Supervised By:** Utilities Superintendent  
**FLSA Status:** Non-Exempt  
**Revised as of:** June 2015

### **JOB SUMMARY**

To perform a wide variety of semi-skilled and skilled work in an independent manner within the Utilities Department including maintenance, repair and monitoring of water and wastewater systems, water quality compliance, water meter reading and water leak detection; and to perform more complex administrative and technical tasks.

### **DISTINGUISHING CHARACTERISTICS**

The Operations Technician – Water Quality is the journey level technical classification in the Operations Technician series. Incumbents in this job classification perform complex technical and specialized operational, maintenance and monitoring functions of water and wastewater systems in an independent or team environment.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from Utilities Superintendent.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Schedule and perform all water quality sampling, testing and reporting necessary to meet all federal, state and local requirements.
- Monitor all water quality results and perform required activities and/or reporting, based on results, to various internal and external entities.
- Investigate water quality, customer leaks and other water or wastewater related customer complaints.
- Operate and maintain the District's Automatic Meter Reading system, including reading meters, installing and repairing meters and meter electronics, programming meters and associated devices, testing meters, and issuing work orders for meter repairs.
- Maintain records for new meter installations and meter change-outs using computer software, written records and card files.

- Collect and input data and prepare reports for water system production and pumping data, well level data, sewer collection data and water loss data.
- Investigate water loss and identify leaks using electronic and manual leak detection methods including listening devices, leak correlators and automated leak detection systems. Schedule and assist leak detection consultants as directed.
- Assist in the operation and development of the District's Computerized Maintenance and Asset Management Systems.
- Assist in the operation and development of the District's Supervisory Control and Data Acquisition System (SCADA) including programming changes, user interface maintenance and development, data collection and database reporting functions, and schedule appropriate consultants for outside work.
- Monitor and evaluate various data collection and reporting systems used in the monitoring of water distribution and sewer collection systems.
- Research and recommend new technology in order to maintain safe, cost effective and efficient operation and maintenance of water production, distribution and sewer collection systems.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- As directed, assist Utilities Department in other operation and maintenance activities.
- Assist other departments or staff as requested.
- As directed, assist Engineering Department in Capital Project design and construction programs.
- Perform special projects as assigned.
- As necessary, operate and maintain water treatment plants; including collection of samples, administration of appropriate chemicals, monitoring and adjustment of multiple systems and maintenance of appropriate records.
- Maintain and update appropriate documents and records for preventive maintenance inspections and document action taken regarding District's water quality and data collection systems.
- Operate a wide variety of tools, equipment and vehicles necessary to perform assigned tasks.
- As directed, train other department or District employees in the safe and/or proper operation of District facilities, systems and equipment.
- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Standard and accepted methods, tools and equipment utilized in the performance and reporting of water quality monitoring.
- Standard and accepted methods, tools and equipment utilized in the monitoring, maintenance and repair of water and wastewater systems.
- District operations, policies and procedures as they relate to assigned duties.
- Standard and accepted principles and practices of water and wastewater system operations.
- Applicable surface water treatment and distribution regulations.
- Standard and accepted SCADA systems and SCADA user interface computer operations.
- Pertinent state and local regulations and codes as they relate to water and wastewater systems, operations and maintenance.

- Standard and accepted components and parts currently utilized in the repair and maintenance of water and wastewater systems, pumps, generators, motors and related equipment.
- Standard and accepted operation and routine maintenance of motorized vehicles and power equipment utilized in the maintenance, repair and monitoring of water and wastewater systems.
- Basic principles and practices of purchasing.
- Occupational hazards and appropriate safety precautions for maintaining and repairing water, wastewater and related systems.
- Basic mechanical principles and applications.
- Standard and accepted safety procedures applied to water and wastewater systems and operations.
- Modern office practices, methods, and computer equipment and software including proficiency in word processing, spreadsheets and database systems.
- Safe work practices.
- Principles and practices of customer service.

## **2. Ability to:**

- Analyze and interpret results and data from a variety of sources such as laboratory data, computer generated databases, graphs, charts and other documents or reports.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Five (5) years of progressively responsible experience performing first-journey level work comparable to a Utilities Operations Specialist III with the District.

### **2. Certification & Licensing Requirements:**

- Possession of appropriate and valid driver's license and driving record that complies with District policy is required. Must obtain Class A or B Commercial Driver's License or equivalent within six (6) months of appointment.
- Possession of a valid T2 Water Treatment Plant Operator Certificate issued by the California State Department of Public Health.
- Possession of a valid D3 Water Distribution Operator Certificate issued by the California State Department of Public Health.

- Possession of a valid Grade III Collection System Maintenance Certificate issued by the California Water Environment Association or the ability to obtain certificate within eighteen (18) months of employment.

## WORKING CONDITIONS

Work is performed in both an outdoor field environment, with exposure to hot and cold temperatures, inclement weather, solvents and chemicals, and excessive noise as well as an office environment utilizing a desk and computer work station. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:**  **Date:** June 2, 2015

**Classified by:**  **Date:** June 2, 2015

**Approved by:**  **Date:** June 2, 2015