

BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT

BCPUD

BOX 390 270 ELM ROAD BOLINAS CALIFORNIA 94924

415 868 1224



JOB DESCRIPTION – SHIFT OPERATOR

WATER SYSTEM – ESSENTIAL JOB FUNCTIONS

TREATMENT

At the direction of the Chief Operator, the Shift Operator's responsibilities shall include but not be limited to: operating, maintaining and conducting inspections of the treatment plant(s); operating automatic and manually-controlled equipment, motors and pumps used in the treatment, purification and disinfection of water; regulating and controlling the amount of chemicals used to maintain specified water treatment requirements (and adjusting where necessary according to results); assessing water flow, turbidity, pressure, chemical use, residuals, temperatures and other pertinent data to maintain proper plant operating conditions; sampling and testing of water according to required procedures; maintaining daily logs and reports; performing standby duty and other related tasks as assigned by the Chief Operator and/or General Manager.

DISTRIBUTION

At the direction of the Chief Operator, the Shift Operator's responsibilities shall include, but not be limited to: installing, tapping, re-lining, disinfecting, testing and connecting water mains and appurtenances; shutting down, repairing, disinfecting and testing broken water mains; overseeing the flushing, cleaning, and pigging of existing water mains; reading and maintaining water meters; performing stand-by emergency response duties for after-hours distribution system operational emergencies; draining, cleaning, disinfecting and maintaining distribution reservoirs; determining and controlling proper chemical dosage rates for distribution residual maintenance; investigating water quality problems in the distribution system; operating pumps and related flow and pressure control and storage facilities; maintaining and/or adjusting system flow and pressure requirements; controlling flows to meet consumer demands including fire flow demands and minimum pressure requirements; working with contractors and other personnel on BCPUD construction projects; and performing standby duty and other related tasks as assigned by the Chief Operator and/or General Manager.

MAINTENANCE

At the direction of the Chief Operator, the Shift Operator's responsibilities shall include, but not be limited to: maintaining vehicles, tools, buildings and facilities in good condition; implementing a preventive maintenance program; maintaining inventory of parts and equipment; establishing and maintaining good relationships with BCPUD customers; delivering notices to customers; responding to customer complaints during non-business and non-standby hours, if necessary; dealing with vendors; and performing

standby duty and other related tasks as assigned by the Chief Operator and/or General Manager.

GENERAL

Establish and maintain positive, cooperative and constructive working relationships with co-workers, outside agencies and the public. Regular attendance and adherence to proscribed work schedule to conduct job responsibilities.

SEWER SYSTEM – ESSENTIAL JOB FUNCTIONS

TREATMENT

At the direction of the Chief Operator, the Shift Operator's responsibilities shall include, but not be limited to: operating and maintaining sewage treatment facilities; operating automatic and manually-controlled equipment, motors and pumps used in wastewater treatment; sampling and testing of wastewater according to required procedures; inspecting, repairing and replacing lines, valves, pumps, sprinklers, solenoids and controls; evaluating equipment to identify possible problems and operating difficulties; mowing and other vegetation management tasks in the disposal sprayfields; maintaining daily records and logs; and performing standby duty and other related tasks assigned by the Chief Operator and/or General Manager.

COLLECTION

At the direction of the Chief Operator, the Shift Operator's responsibilities shall include, but not be limited to: operating and maintaining wastewater collection facilities; inspecting, repairing and replacing lines, valves, pumps, sprinklers, solenoids and controls; work site restoration; working with contractors and other personnel on BCPUD construction projects; and performing standby duty and any other related tasks as assigned by the Chief Operator and/or General Manager.

MAINTENANCE

At the direction of the Chief Operator, the Shift Operator's responsibilities shall include, but not be limited to: maintaining vehicles, tools, buildings and facilities in good condition; implementing a preventive maintenance program; maintaining inventory of parts and equipment; establishing and maintaining good relationships with BCPUD customers; delivering notices to customers; responding to customer complaints during non-business and non-standby hours, if necessary; dealing with vendors; and performing standby duty and other related tasks as assigned by the Chief Operator and/or General Manager.

GENERAL

Establish and maintain positive, cooperative and constructive working relationships with co-workers, outside agencies and the public. Regular attendance and adherence to proscribed work schedule to conduct job responsibilities

JOB REQUIREMENTS

1. Valid California Driver's License.
2. Completion of an ACWA JPIA-approved defensive driving training program within six (6) months of employment.
3. Valid Water Treatment Plant and Water Distribution System Operator Certificates of the minimum grade required by the State of California, or higher, or the ability to obtain said certificates within 12 months of regular employment, or as soon as required by the BCPUD and/or State Water Resources Control Board.
4. Valid Wastewater Treatment Certification and Wastewater Collection System Certification of the minimum grade required by the State of California, or higher, or the ability to obtain said certification within 24 months of regular employment, or as soon as required by the BCPUD and/or Regional Water Quality Control Board.
5. High School diploma (or equivalent).
6. Social Security Number.
7. Any other information required by law.

ESSENTIAL PHYSICAL REQUIREMENTS/ACTIVITIES

- Operate District vehicles, including heavy equipment, in connection with treatment plant, field and maintenance work.
- Hearing, vision, and eye-hand coordination sufficient to operate heavy equipment foot and hand controls and to maintain good awareness during maintenance and construction jobs.
- Must be able to regularly and/or repetitively carry, push, pull, reach, and lift equipment, tools and parts weighing up to 60 lbs.
- Frequent and/or repetitive stooping, kneeling, bending, twisting, reaching, grabbing, grasping, torquing, crouching, crawling, and climbing during treatment plant and field maintenance and repair work.
- Work in an environment with exposure to cleaning solutions, chemicals, dust, dirt, inclement weather, and significant temperature changes between cold and heat.
- Communicate professionally and respectfully with District staff, Board Members and customers in face-to-face, one-to-one settings, or otherwise.
- Regularly use a telephone for communication.
- Use office equipment such as computer terminals, copiers, and FAX machines.
- Stand and walk for extended time periods. Regular walking on uneven ground.
- Hearing and vision within normal ranges with or without correction.
- Use of special visual or auditory protective equipment frequently required.
- Frequent work with bio-hazards.

ENVIRONMENTAL FACTORS

- Exposure to sun: 50 – 100% work time spent outside a building and exposed to the sun.
- Work above floor level: some work done on ladders or other surfaces from 4 – 25 feet above the ground.
- Humidity: work in areas with unusually high humidity.
- Wetness: more than 10% of work time getting part or all of the body and/or clothing wet.
- Noise: occasionally there are unusually loud sounds.
- Slippery surfaces: occasional work on unusually slippery surfaces.
- Oil: some parts of the body in contact with oil or grease occasionally.
- Dust: works in or around areas of minor amounts of dust.
- Irregular or extended hours: occasionally required to change working hours or work overtime.