

## ***Humboldt Bay Municipal Water District***

### **ASSISTANT WATER OPERATIONS SUPERVISOR – M7 (Back-Up Chief Operator)**

#### **GENERAL PURPOSE**

Under general supervision, directly assist and support the Water Operations Supervisor by performing activities related to operations, maintenance and control of the District's water pumping, distribution, treatment, and hydroelectric facilities. Fills operational shifts as the Shift Operator for a portion of the work week. Participates in, and helps oversee, sample collection and basic laboratory testing, meter reading, water service connections, backflow compliance, and other customer service work. Provides primary oversight and development of the District's Geographical Information System / Facility Information System.

Serves as the District's Back-Up Chief Operator.

#### **ESSENTIAL FUNCTIONS AND DUTIES**

##### **Operations:**

- 1) Directly assist and support the Water Operations Supervisor with all aspects of operations and control of the District's water pumping, distribution, treatment, and hydroelectric facilities.
- 2) Perform system operations activities as the District's Shift Operator (generally 16 hours per workweek). Duties include:
  - a. Monitoring and controlling the operation of water pumping, treatment and distribution facilities to achieve proper processing and distribution of water within mandated operating requirements
  - b. Starting and controlling plant processes and chemical systems to treat water in accordance with DHS' Permit and other operating requirements
  - c. Assisting in handling and storage of water treatment chemicals
  - d. Performing water sample collection and various laboratory testing and analytical procedures
  - e. Monitoring, starting and controlling power generation equipment in a safe manner
  - f. Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions
- 3) Perform shift scheduling for Operations staff. Complete timesheets and monitor vacation and holidays for Operations and Maintenance staff.
- 4) Cross-train with Water Operations Supervisor in river management, Ruth operations, water quality testing program, production of monthly operations reports, oversight of day-to-day operations, oversight and quality assurance on SCADA system development.
- 5) May provide full back-up and perform duties of the Water Operations Supervisor position.

### **Customer Service:**

- 1) Cross train with District's Operations/Customer Service Specialist on distribution system, backflow program, valve exercising program, and flushing program. Perform Customer Service duties as necessary.
- 2) Respond to and document customer inquiries/complaints about water service, water quality and service installation requests in a timely manner.
- 3) Develop service quotes for customers. Document and track service installations to ensure completion in a timely manner.

### **Other:**

- 1) Geographical Information System / Facility Information System
  - a. Oversight of GIS/FIS system for District's system and facility information, rights-of-way, and preventative maintenance program. Develop documentation and user protocols. Interface with ESRI and engineering consultants.
  - b. Continue system development and perform ongoing maintenance of the system.
  - c. Train staff in its use.
- 2) Safety - Conduct certain safety training classes as needed. Periodically serve on District's Safety Committee.
- 3) Purchasing / Stocking /Inventory Management – Oversight and support of requisition process, petty cash, and inventory management and reporting. Ensure compliance with the District's system of internal controls for accounting, auditing and fraud prevention purposes.
- 4) Special Projects – Research and collect information for special studies, community outreach, budget, and CIP development.

### **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- i. Principles, practices and operation of water pumping, treatment and distribution
- ii. Federal and State regulations relating to water quality, treatment, and distribution
- iii. Collecting water samples and performing laboratory testing procedures
- iv. Reading meters and accurately recording water usage
- v. Budgeting and project planning, and cost estimation for service installations
- vi. Safety regulations, programs and safe work practices
- vii. Interpretation of user manuals, repair manuals, schematic diagrams and blueprints
- viii. Operating a variety of vehicles and power-driven equipment
- ix. Dealing tactfully and courteously with customers while handling customer inquiries and complaints
- x. Develop cooperative working relationships. Use teamwork to solve practical problems, and to plan and coordinate workload among a small, close-knit workforce

- xi. Strong working knowledge of computers using both standard (Microsoft Office) and specialized application software (Allan Bradley Ladder Logic, MMI languages; SCADA, ESRI ArcGIS/GPS)
- xii. Strong written and oral communication skills
- xiii. Ability to compose routine correspondence and reports
- xiv. Strong arithmetic skills

### **TRAINING AND EXPERIENCE:**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- i. High school diploma or GED
- ii. Community College, technical or other course work relevant for this position is beneficial
- iii. Three-to-five years of increasingly responsible experience in the operation and maintenance of water pumping, treatment and distribution system and facilities
- iv. Grade IV Treatment and/or Distribution certificates

### **SPECIAL REQUIREMENTS**

- 1) Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of continuing employment.
- 2) May work odd shifts, weekends, or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events, and chlorine leaks.
- 3) In order to wear respiratory protection or other safety equipment, facial hair must be maintained as to keep hair growth out from between the skin and the facepiece sealing surface (such as stubble beard growth, beard, mustache or sideburns)..
- 4) Must be able to participate in confined space operations.
- 5) Must possess and maintain a Grade IV Water Treatment Operator's Certificate and a Grade IV Water Distribution Certificate pursuant to State drinking water regulations. If an incumbent does not initially possess this level of certification, the District will allow a period of time for the incumbent to obtain the required certifications. Job incumbents must also meet the State's continuing education requirements to maintain certifications. Compliance with the State certification requirements is a condition of continuing employment.
- 6) Must possess and maintain Backflow Certification pursuant to State drinking water regulations. If an incumbent does not initially possess this certification, the District will allow a period of time for the incumbent to obtain the required certification.
- 7) Must acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

### **ESSENTIAL PHYSICAL ABILITIES**

Individuals selected for appointment to this position must pass a pre-employment medical examination paid for by the District. Because this position is considered “safety sensitive” in nature, the person selected for appointment to this position must pass a pre-employment drug screening also paid for by the District. The medical examination is intended to evaluate the applicant’s ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Investigate and solve complex problems involving the ability to:
  - a. Perform visual inspections
  - b. Hear normal versus abnormal noises
  - c. View and respond to operational control screens (including alarms)
- i. Think critically
- ii. Sit for extended periods of time;
- iii. Operate a variety of office equipment (computer, copy machine, fax, etc.);
- iv. Operate motor vehicles and other equipment;
- v. Operate a variety of hand and electric tools;
- vi. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
- vii. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
- viii. Wear a respirator and other personal protective equipment;
- ix. Understand and carry out oral and written directions;
- x. Communicate well with others, both verbally and in writing;
- xi. Work cooperatively and get along well with other people;
- xii.