

Humboldt Bay Municipal Water District

OPERATIONS AND MAINTENANCE TECHNICIAN – OM3c (Shift Operator)

Position Description

GENERAL PURPOSE

Under general supervision, operates, maintains, and controls the District's water pumping, distribution, water treatment, and hydroelectric facilities; performs basic laboratory testing and sample collection; performs preventative maintenance checks and repairs of District water pumping, distribution and treatment facilities, machinery, equipment, structures, and grounds; and performs other duties as required. Serves as the District's Shift Operator pursuant to California safe drinking water regulations.

ESSENTIAL FUNCTIONS AND DUTIES

1. Performs water system operations duties and responsibilities as the District's Shift Operator on an assigned shift schedule. Operational 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. Responding to alarms, identifying operating problems, and initiating or implementing appropriate response and corrective actions.
2. Monitors, starts, and controls power generation equipment in a safe manner.
3. Inspects, maintains, and repairs a variety of water control pumping, distribution, treatment, and regulating equipment, buildings, and other related facilities. Assists others with complex machinery and equipment maintenance, repairs, and overhauls.
4. Maintains and cleans facilities such as backwash water recovery basins, sludge handling facilities, storage tanks, and related equipment, as well as District buildings and grounds. Keeps machinery, equipment, structures, piping, work areas, and grounds in a clean and orderly condition.
5. Records operation and maintenance actions including flows, chemical dosages, filtration rates, and other information in appropriate log sheets/books. Notes operational or maintenance problems and writes work orders for repairs.
6. Uses computers to enter operational data into spreadsheets for calculation of average flows, chemical dosages, CT values, and water usage. Prepares a variety of operating and statistical reports. Creates simple graphs using spreadsheet programs such as Microsoft Excel to compare

and demonstrate trends and attributes of processes. Produces simple written reports and memoranda.

7. May read customer meters; may assist maintenance staff in the installation of water lines and meters as needed.

REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

1. Operation of water pumping, treatment, and distribution facilities
2. State and Federal water quality regulations, standards, and practices
3. Interpreting gauges, recording devices, and other monitoring equipment for plant and facility operations
4. Basic water sample collection and laboratory testing procedures
5. Repair and maintenance of water pumping, treatment, and distribution equipment
6. Interpreting repair manuals, schematic diagrams, blueprints, and preventative maintenance programs
7. Time, materials, and labor cost estimating for maintenance and repair projects
8. Operation of a variety of vehicles and power-driven equipment
9. Safety program and safe work practices
10. Operation of computers and other office equipment using both standard and specialized application software
11. Cooperative working relationships. Teamwork to solve practical problems and coordinate work among a small, close-knit workforce

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:

- High school diploma or GED
- Community College or technical or other course work relevant for this position.
- Three-to-five years of increasingly responsible experience in the operation and maintenance of water pumping, treatment, and distribution system and facilities;
- Grade III 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. 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 III Water Treatment Operator's Certificate and a Grade III Water Distribution Certificate pursuant to State drinking water regulations. If someone does not initially possess this level of certification, the District will allow a period of time for them to obtain the required certifications. They 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 acquire basic American Red Cross First Aid/CPR certificates during the initial year of employment.

ESSENTIAL PHYSICAL ABILITIES

Persons selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is considered "safety sensitive" in nature, the person selected for appointment to this position must pass a pre-employment drug screening which the District also pays for. The medical examination and drug screening 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:

1. Sit for extended periods of time;
2. Operate a variety of office equipment (computer, copy machine, fax, etc.);
3. Operate motor vehicles and other equipment;
4. Operate a variety of hand and electric tools;
5. Perform a variety of physical activities which may involve reaching, bending, squatting, kneeling, crouching, crawling, and climbing, and also manual dexterity;
6. Perform additional physical activities to position or move tools, equipment, and supplies which may involve lifting, and pushing or pulling motions;
7. Wear a respirator and other personal protective equipment;
8. Understand and carry out oral and written directions;
9. Communicate well with others, verbally and in writing;
10. Work cooperatively and get along well with other people;
11. Investigate and solve complex problems which involves the ability to perform visual inspections, to hear and discern normal versus abnormal noises/sounds, ability to view and respond to operational control screens including alarms, and ability to think critically.