



Town of Oro Valley Classification Description

Title: **LEAD WATER UTILITY OPERATOR**

Job Code: 3550

FLSA Status: Non-Exempt

Department: Water Utility

Salary Grade: 112

POSITION SUMMARY:

Under general supervision, leads, performs, monitors and assists in the maintenance, construction repair and installation of new and existing water distribution systems, repair and installation of the water distribution systems, water metering systems, water quality and backflow prevention work activities, water production facilities, electrical systems, instrument control systems and SCADA systems. Supervises the daily activities of assigned staff.

ESSENTIAL JOB FUNCTIONS:

Distribution:

- A. Leads, performs, monitors and assists in the maintenance, repair and installation of water distribution system components and water metering systems.
- B. Supervises staff and directs and performs preventative maintenance including valve exercising, line flushing, flow testing, hydrant maintenance, vehicle maintenance and maintenance of distribution facilities and equipment.
- C. Assists in the review and evaluation of direct reports.
- D. Assists in departmental budget process and plan review.
- E. Assists with parts, equipment and supply ordering utilizing Town SOPs.
- F. Provides after hours support and training to staff.
- G. Assists in meter reading, installation and repair, bluestaking, CIP and new development infrastructure inspections, water system tie-ins, and OSHA safety compliance.
- H. Prepares and maintains records of activities, including data base systems.
- I. Administers record keeping for deminimus permit as required (per ADEQ)
- J. Acts as direct responsible charge operator when facilities operator of record is absent.

Distribution Construction:

- K. Leads, performs, monitors and assists in the maintenance, repair and installation of water distribution system components and water metering systems.
- L. Supervises and directs and performs preventative maintenance including valve exercising, line flushing, flow testing, hydrant maintenance, vehicle maintenance and maintenance of distribution facilities and equipment.
- M. Assists in the review and evaluation of direct reports.
- N. Assists in departmental budget process and plan review.

- O. Assists with parts, equipment and supply ordering utilizing Town SOPs.
- P. Provides after hours support and training to staff.
- Q. Prepares and maintains records of activities, including data base systems.
- R. Assists in meter reading, installation and repair, bluestaking, CIP and new development infrastructure inspections, water system tie-ins, and OSHA safety compliance.
- S. Acts as direct responsible charge operator when facilities operator of record is absent.
- T. Management of safe work practices for staff.
- U. Understanding of installing underground water components.
- V. Demonstrates ability to lead in a safe, consistent manner per OSHA requirements.
- W. Performs or supervises operation of heavy equipment primarily backhoe and dump truck.
- X. Repairs and replaces system apparatuses including pressure reducing valves, system valves, air valves, hydrants, etc.
- Y. Assists other divisions and departments as needed for construction activities.
- Z. Responsible for construction of new and existing water distribution system components.

Water Quality Distribution:

- AA. Administers water quality programs including water quality sampling and backflow prevention compliance.
- BB. Supervises personnel involved with water quality programs including water quality sampling, backflow prevention compliance and customer service related activities.
- CC. Resolves operational, procedural and personnel problems and performs annual performance reviews for personnel involved with water quality programs.
- DD. Develops and supervises project schedules and work assignments of personnel involved with water quality programs.
- EE. Prepares reports and recommendations on water quality monitoring and backflow prevention compliance.
- FF. Prepares reports for compliance purposes that may include consumer confidence reports and utility annual reports.
- GG. Participates in updating and modifying department policies and town ordinances related to water quality monitoring and backflow compliance.
- HH. Assists in departmental budget planning and monitoring.
- II. Coordinates and processes purchasing of materials and equipment related to water quality programs.
- JJ. Inspects and ensures that the water quality monitoring and backflow prevention programs are in compliance with federal and state drinking water regulations.
- KK. Responsible to stay informed on current water quality regulations, pending changes and reporting on the potential impact of those changes to the utility.
- LL. Acquires AZPDES De Minimis General Permit or other water quality permits that may be required for water utility operations.
- MM. Investigates and responds to complex customer inquiries regarding water quality concerns.
- NN. Provides support and training to subordinate staff.

Production:

- OO. Leads, performs, and monitors and assists in the maintenance, repair and installation of the water production facilities, electrical systems, instrument control systems and SCADA systems.
- PP. Prepares and maintains records of activities including budgetary tracking.
- QQ. Assists in departmental budget process and plan review.
- RR. Leads and supervises the maintenance and repair of wells, reservoirs, boosters and reclaimed delivery systems.
- SS. Assists in production facility CIP and new infrastructure inspections as required including safety compliance.
- TT. Assists with parts, equipment and supply ordering utilizing Town SOPs.
- UU. Monitors and operates production facilities.
- VV. Assesses and corrects infrastructure deficiencies.
- WW. Performs water testing procedures and disinfection analysis.
- XX. Supervises and performs preventative maintenance on production facility components.
- YY. Assists in the review and evaluation of subordinate staff.
- ZZ. Provides after hours support and training to subordinate staff.
- AAA. Administers record keeping for deminimus permit as required (per ADEQ).
- BBB. Performs basic PLC programming using RSLogix.
- CCC. Performs system endpoint monitoring.
- DDD. Acts as direct responsible charge operator when facilities operator of record is absent.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Distribution, Construction, Production & Water Quality

- Knowledge of applicable Town, state and federal statutes, ordinances, codes, rules and regulations governing the water utility.
- Skill in interpreting and applying relevant Town, state and federal statutes, ordinances, codes, rules and regulations governing water utility.
- Knowledge of supervisory principles.
- Knowledge of customer service methods and techniques.
- Skill in creating and maintaining accurate and applicable reports and records.
- Skill in computerized data base management.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

Distribution/ Construction

- Knowledge of water distribution, water metering systems maintenance, repair and installation methods, material and equipment.
- Knowledge in operating excavators, loaders and backhoes.
- Management of safe work practices.
- Ability to read blueprints and maps.

- Job knowledge and productivity.
- Ability to effectively supervise and communicate with other employees.
- Documentation of all site activity.

Production

- Knowledge of water production, control valves, water metering systems maintenance, repair and installation methods, materials and equipment.
- Knowledge of basic electrical control concepts.
- Knowledge and ability to use Rockwell software at a basic level.

Water Quality

- Knowledge of backflow prevention methods, installation, repair and testing.
- Knowledge of water quality sampling techniques, scheduling and laboratory analysis interpretation.

MINIMUM QUALIFICATIONS:

Distribution, Construction, Production & Water Quality

- A high school diploma or equivalent.
- Five (5) years' experience in public water utility, including two (2) years at a supervisory level **or** an equivalent combination of education and experience.
- Must possess at the time of application a Grade III Water Distribution certificate issued by the Arizona Department of Environmental Quality.
- Must possess a valid Arizona driver's license.
- May require commercial driver's license.
- Must possess competent person certificate in Excavation safety.

Water Quality Distribution

- Must possess or be able to obtain within one (1) year of employment a Grade I Water Treatment certificate issued by the Arizona Department of Environmental Quality.
- Must possess or be able to obtain within one (1) year of employment a Cross-Connection Control Specialist certification and a Backflow Prevention General Tester certification.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in indoor and outdoor environments.
- Position is subject to after-hours call out 24/7.