

CITY OF SOLVANG JOB DESCRIPTION

This is not an individualized job description. It defines the general character and scope of responsibilities. It is not intended to describe and does not necessarily list every duty for a given position.

WATER LEAD OPERATOR / BACKFLOW SPECIALIST

DEFINITION

Under the direction of the Water Supervisor, perform a variety of skilled and semi-skilled duties in the operation, maintenance, and repair of the City's water supply, treatment and distribution systems, and associated facilities. Performs semi-skilled construction and maintenance work on a variety of public works facilities and projects. This level is expected to direct, inspect, train, check, and review the work of a crew involved in the construction, maintenance, and repair of water mains, water facilities, and equipment. Incumbents participate fully in the work of the assigned crew. A Water Lead Operator is responsible for the productivity of the crew in completing a predetermined schedule of work. Also, organize and implement the City's water backflow prevention program. In the absence of the Water Supervisor, coordinates the work of employees engaging in the operation of the City's water supply, treatment and distribution system, and associated facilities. Performs the more complex and difficult duties assigned to the work unit.

LICENSE REQUIREMENTS

Possession of a valid California driver's license. Possession of valid Grade II or higher Water Distribution Operator and Water Treatment Operator certificates issued from the California SWRCB. Possession of a state recognized certificate of backflow prevention specialist.

EXAMPLE OF DUTIES

Duties may include, but are not limited to the following:

- Perform backflow inspections and enforce the City's Backflow Prevention Program.

- Assist the Utility Billing Clerk with out of compliance Backflows.

- Inspect to see if customer's backflow may be no longer need if requested by homeowners.

- Issue Notification Forms to businesses that are out of compliance.

- Perform follow-up inspections if needed.

- Help maintain citywide backflow records

- Respond, inspect, and locate waterlines for Underground Service Alerts (USA).

Respond to, inspect, and investigate taste and odor complaints.
Inspect new waterlines, and service lines.
Respond to, investigate, and contact owner if backflow is failing.
Update GIS Water map for new installations of valves and fire hydrants.
Answer questions and provide information to the public.
Investigate complaints and recommend corrective action as necessary to resolve complaints.
Participate in the full range of water treatment operations, maintenance, and repair duties including performing the most difficult duties assigned to the work unit.
Inspect the work of staff while in progress, and provide advice and assistance.
Identify staffing, materials and equipment needs for each assigned project.
Repair waterlines and water facilities at an advanced skill level.
Operate a computer and the supervisory control and data acquisition (SCADA) system at the level required for successful job performance.
Maintain logs and worksheets of operations; compile equipment readings and test results into spreadsheets and reports.
Use concrete cutting and breaking equipment; operate a jackhammer; operate a backhoe.
Develop and implement water conservation programs, and monitor water consumption/waste of all types of customers to assure compliance with rules and regulations.
Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner. Maintain written records and logs as directed.
Perform and interpret tests and adjust disinfection equipment accordingly at an advanced skill level.
Requisition supplies and materials, and maintain time, material and equipment use records.
Prepare data and information for Monthly State report, update C.C.R. and update CERS once a year.

ESSENTIAL FUNCTIONS

Meets the physical requirements necessary to safely and effectively perform required duties.

Knowledge of different types of backflow prevention devices, equipment, techniques, and best management practices (BMPs).

Knowledge of Water system operations, equipment, mapping, other aspects.

Knowledge of modern water distribution and treatment principals, practices, methods and procedures.

Knowledge of materials and equipment used in a full range of water distribution and treatment operations, maintenance, and repair activities.

Knowledge of methods and precautions in storing and handling a variety of chemicals.

Knowledge of functions and purposes of water distribution and treatment systems.

Working knowledge of materials, methods, techniques, equipment, and tools used in general public works construction and maintenance.

Working knowledge of electrical and mechanical systems utilized in water treatment and distribution systems.

Knowledge of spreadsheet, computerized record keeping and report preparation techniques.

Knowledge of safe work practices including chemical storage and handling.

Demonstrated ability to effectively operate computer software (such as Word, Excel, Outlook and SCADA software), and effectively navigate the internet.

Very good oral and written communication skills including techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and City staff.

Ability to respond to work site for emergencies within 30 minutes of call/notification.

Demonstrated ability to work independently in the absence of supervision and train less experienced staff.

Principles of subordinate employee supervision, and personnel training.

Safe work practices.

Ability to operate and maintain a variety of water treatment equipment.

Perform and interpret standardized process control tests and adjust wellhead treatment equipment.

Maintain records and prepare reports.

Establish and maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Physical: Heavy - exert force of 50-100 pounds occasionally, 25-50 pounds frequently, or 10-20 pounds constantly to lift, carry, push/pull or move object; Constantly stand or walk; handle, grip and grasp; Occasionally sit, bend, stoop, crouch, push/pull and twist at the waist; Frequently reach above, at and below shoulder level; Frequently extend neck upward, downward and from side to side; Occasionally kneel, finger/type; Rarely crawl; Frequently climb ladders, stairs and rarely scaffolding.

Vision: Visual acuity which could be corrected sufficiently to perform the essential functions of the position; average depth perception needed.

Communication: Ability to effectively verbally communicate to exchange information both in the field and in an office environment, to hear and comprehend oral instructions and communications, and to effectively hear construction and traffic noise in the field.

ENVIRONMENTAL CONDITIONS

Is required to work rotating shifts, including on standby approximately one weekend per month. Work with businesses, business owners, managers, and contractors. Work in water distribution system, and water treatment operations. Work under adverse conditions such as exposure to water, chemicals and gases, hazardous materials, noise, heights, confined spaces and inclement weather. Work both indoors and outdoors. Constantly work around machinery; Occasional exposure to excessive noise and chemicals, dust, fumes, gases, odors, and to slippery or uneven walking surfaces. Uses a computer, drives motorized equipment/vehicles. Rare exposure to solvents, grease or oil, flames/smoke. Work both alone and with others.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way would be: Two years of

increasingly responsible experience performing water supply, treatment and distribution operations, construction, and maintenance work in the assigned area of responsibility. High School Diploma or equivalent is required, with some special course work in water operations. Backflow equipment and testing experience desirable.

This is to acknowledge that I have received a copy of this job description and understand it's contents.

Employee Signature

Date

Updated August 14, 2021