



Alleghany County Water District

Job Description ~ Chief Water Operator

Supervisor: Self-determined position in tandem with the General Manager (GM) answers directly to the Board of Directors

Oversees: Water Distribution Operator

Support staff: General Manager & Bookkeeper

Classification: On Call

Status: Non-Exempt

Qualifications:

State of California Water Distribution Operator Certification License D1 or higher.

Must possess the knowledge and mobility to work in construction and various distribution and treatment system maintenance including pump stations, plumbing, motor, and electrical.

Must have working knowledge & technical skills to perform proper laboratory test procedures in accordance with state and federal regulations (guidelines).

Proficient in the use of standard office equipment such as telephones, computer and copiers.

Good communication skills.

Physical Requirements

Physical stamina to perform system and maintenance repair work, walk and work on uneven terrain, climb and descend ladders, ability to lift, carry, push, pull and reach materials and equipment weighing up to 80 pounds.

Mobility to work in a standard water treatment plant, using specialized test equipment, hand and power tools, instrumentation.

Ability to work in confined spaces and around machines; must have good hearing.

Vision to read printed materials, charts, gauges and computer screens.

May be exposed to inclement weather conditions, including working in sun, water and snow.

Work may include loud noises from equipment operation, odors, dust, and potentially toxic chemicals and conditions during the normal function of duties.

Ability to respond 24/7 to all water system emergencies.

Job Summary

- Operate and Maintain water distribution system in compliance with State & Federal mandates for domestic water production
- Keep the water system functioning with minimal disruptions in service for repairs or emergencies
- Install, test, remove, and reconnect meters as required
- Locate leaks & repair broken lines, flush and disinfect lines as needed
- Regularly collect State mandated water samples and deliver them to the lab

- Support district staff in carrying out the Policies & Procedures of the district.

Duties

- Represent the water district in a professional manner when dealing with the public, other agencies, contractors, and customers.
- Plan and coordinate the activities of water system operations. Provide technical assistance and make recommendations to the General Manager for improvements and modifications in operational facilities and procedures.
- Responsible for setting up shift schedules and job tasks for water operation personnel.
- Prepare or delegate all necessary operational records and reports. Communicate data to the appropriate parties or agencies, including the State Division of Drinking Water.
- Become familiar with SCADA system, with a goal of increased proficiency over time. Keep a log of technical problems, schedule technical assistance from the vendor or delegate to the GM.
- Perform or delegate mechanical tasks in repair, adjustment and maintenance in the water distribution system including cleaning, lubricating, calibrating, and repairing pumps, motors, valves, meters, chemical feeders, filters, and instruments.
- Perform or delegate regular inspections and preventive maintenance, collect data of spring equipment according to pre-established schedules, including testing, taking readings, keeping area clean, and maintain records of such.
- Add chemicals in accordance with established procedures, record meter and gauge readings, responds to outlying system alarm conditions.
- Collect water samples, conduct physical and chemical testing samples according to established procedures, maintain record of testing.
- Respond to and investigate complaints from the public on various water problems or service, coordinate actions with the General Manager & Bookkeeper.
- Assist in the location and marking of water services and mains at the request of contractors, customers, and other utilities.
- Maintain up-to-date maps showing valve, hydrant, and line locations. Investigate leaks and repair as indicated, including disinfection. Inspect the work of repair crews, provide technical assistance as required. Determine appropriate chlorine residuals for water mains.
- Investigate malfunctions of meters as directed, determine problems and repair or replace as necessary. Perform cut-ins and cut-outs and removal of meters as directed.
- If regular meter-reader is unable to do so: conduct monthly meter readings and give information to Bookkeeper for billing.
- Investigate locations with unusual readings to check for leaks, meter problems, unauthorized usage, and complete communication and/or reports to customer and management as required.
- Maintain supply of needed materials including spare parts, make purchases in compliance with Policy #100 procedures 100.6 Purchases and 100.7 Emergency Expenditures as needed.
- Support the bookkeeper with shut-off procedures for non-payment per Customer Service Policy # 400.
- Conduct hydrant/system flush and valve exercising at least once per year.
- Perform other related duties as required or assigned.
- The operator will report to the Board at all regular board meetings orally or in writing about the performance of the system, water quality testing results, and recommendations for improvements to system or solution of problems.

Compensation:

Flat-rate of \$300 per month plus mileage reimbursement at the rate established annually by the IRS. **Note: Flat-rate does not change the fact that employee is classified as “non-exempt”. Employee must track all hours to ensure district compliance with State employment law.**

For work on state funded projects, prevailing wage shall be paid.

Other fees to be paid in addition to monthly salary and mileage compensation:

1. Meter replacement \$50.00
2. Meter repair/replacement (in ground) 5/8” to 3/4” meters \$75.00
3. Meter repair/replacement (in ground) 1” to 3” meters \$150
4. Meter box repair/replacement (includes excavation, shoring, stabilization & cement work) \$150
5. Inspection & turn-on new customer service (applies to services that have been shut-off for more than one month or due to leaks) \$30.00

I have read, understand and agree to perform the duties and responsibilities outlined above.

X _____ date

Name printed _____