

## CITY OF BLACK HAWK 2024 Job Description

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<b>JOB TITLE:</b>	<b>Lead Water Utility Operator</b>	<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>REPORTS TO:</b>	<b>Water Superintendent</b>	<b>EXEMPT:</b>	<b>No</b>
<b>SALARY RANGE: \$32.4435 - \$45.4209 / HR</b>			

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### SUMMARY

Under the direction of the Water Resource Engineer and the Water Superintendent. A Water Utility Operator Lead will operate and maintain the water treatment plants, distribution system, maintain and repair water mains, service lines, valves, pumps, and water-related appurtenances. This is the master-level class in the Utility Operator series, and is expected to perform a full range of all duties with significant independence and initiative.

### SUPERVISORY RESPONSIBILITIES

Exercises direct functional supervision over other Utility Operators in the absence of the Water Superintendent.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Operates either and/or both water treatment plants under the direction of the Water Superintendent to ensure the production of high-quality potable water.
- Performs more difficult and complex utility maintenance duties.
- Assists in evaluating work projects and estimating time, materials, equipment, and staffing needs.
- Performs Utility Operator in Responsible Charge duties.
- Acts as a leader for work crews who are assisting in accomplishing specific duties. Assigns work and monitors progress. Guides, trains, mentors, and develops employees in all aspects of the operation and the accomplishment of their duties.
- Conducts water treatment plant startup and shutdown procedures.
- Changes plant operations to adjust to changing needs; adjust pumps, flow valves, and chemical feed systems.
- Installs, repairs, and maintains water mains, valves, pressure reducing valves, pumps, surge suppressors, fire hydrants, and related equipment to the operation of the water treatment plants and distribution system.
- Monitors and evaluates plant readings via SCADA system. Compiles readings and test results into hourly, daily, and monthly reports.
- Assists in drafting policies and procedures.
- Assists in identifying areas needing improvement. Identifying upcoming projects.
- Assists in locating and purchasing materials with pre-approval.
- Identifies and informs supervisor and co-workers of present and potential problems and hazards and works with department staff to resolve accordingly.
- Collects water samples from the water plants and distribution system and performs analysis in accordance with regulations using a variety of lab equipment. Evaluates and makes necessary chemical adjustments to the water plant under the direction of the Water Superintendent.
- Determines appropriate plant pumping rates in relation to water consumption.

- Performs a variety of tasks related to water treatment plant operation, installation, and maintenance, including but not limited to: chemical feed equipment, process control equipment, calibration of lab and process equipment, and general building and equipment maintenance.
- Monitors, maintains, and repairs raw water collection systems, including intake structures, wells, infiltration gallery components, and screens.
- Works with integration / PLC contractors performing SCADA system troubleshooting.
- Responds to after-hour emergency calls regarding water treatment plants and distribution systems.
- Performs leak detection troubleshooting.
- Prepares and submits mandated reports, including water quality reports and water quality sampling reports in compliance with state and federal drinking water regulations for submittal to the Water Superintendent and or regulatory agency.
- Prepares and submits work orders, property damage reports, and work progress reports.
- Monitors surveillance cameras utilized for facility security and process monitoring.
- Completes water utility locates and coordinates work with general contractors.
- Performs janitorial, groundskeeping, and maintenance of all water treatment and pump station facilities.
- Works a varying schedule and/or shift, including weekends, holidays, and night shift duties when required.
- Serves on call as required.
- May be required to work overtime.
- Other duties as assigned.
- Responds and investigates customer questions and complaints regarding perceptions of water quality. Resolves problems or refers to proper personnel.
- Performs research on new methods and advances in water treatment through a variety of technical sources.
- Reads water meters.
- Inspects new water service and water main installations.
- Sets up and tracks construction water use permits.
- Coordinates with other departments for use of manpower and equipment.
- Provides input for annual budget preparation.
- Responsible for proper inventory control and accounting.

**Required Knowledge, Skills, and Abilities:**

- Knowledge of water treatment and purification principles, procedures, and methods.
- Knowledge of the methods, materials, and tools used in the operation of water facilities and distribution systems.
- Knowledge of State and Federal Drinking Water Regulations.
- Knowledge of Plant Control Systems and instrumentation.
- Knowledge of computer SCADA systems as used in water treatment systems.
- Knowledge of sampling and laboratory procedures and compliance with the CDPHE monitoring schedule.
- Knowledge of trench safety, traffic control, and confined space entry.
- Knowledge of all the steps and how to proceed with a water linebreak.
- Skill in accurately performing complex mathematical computations, such as proportions, percentages, area, circumference, and volume.
- Skill in submitting and maintaining detailed and accurate records.

- Skill in preparing and submitting accurate and complete water quality sampling and compliance reporting forms.
- Skill in defining problems, collecting data, establishing facts, drawing valid conclusions, making accurate and timely decisions, and reacting accordingly.
- Skill in changing approach or methods based upon circumstances unique to a particular situation in order to achieve desired results.
- Skill in using standard office equipment, computer equipment, and software, including word processing, spreadsheet applications, and electronic mail.
- Skill in communicating effectively verbally and in writing.
- Skill in the safe and lawful operation of a motor vehicle.
- Ability to perform Utility Operator in Responsible Charge duties.
- Ability to understand, interpret, and comply with ordinances, regulations, standards, and laws.
- Ability to apply concepts of basic algebra and geometry.
- Ability to organize tasks in order to avoid duplicating effort and confusing or misplacing materials; set priorities and schedule activities; and handle multiple tasks without sacrificing deadlines, quality, or quantity of work.
- Ability to present a professional, courteous, competent image that will reflect well on the department and the City.
- Ability to understand and carry out oral and written instructions.
- Ability to adapt to multiple demands or changing priorities, and accommodate emergencies.
- Ability to establish and maintain effective working relationships with City employees, other agencies, and the general public.
- Ability to train and mentor employees.
- Ability to work independently in the absence of supervision.
- Ability to repair and rebuild a Hydrant.
- Ability to solder a joint.
- Ability to identify all hand tools.
- Ability to identify all parts (joints, gaskets, repair kits, mega lugs, etc.) to a main water line.
- Ability to identify all parts in a pump station.
- Ability to properly cut and connect PVC, DIP, or any other pipe in distribution system.

## **QUALIFICATIONS**

### **Education and Experience:**

- High school diploma or GED and six (6) years of experience in water utility operations. Formal training in water treatment desired. Equivalent combinations of education and experience may be considered.

### **Certificates and/or Licenses:**

- Colorado Class "A" Water Plant Operator Certification.
- Colorado Class 4 Distribution Systems Certification
- Colorado Cross Connection Control Technician Certification.
- Valid Colorado Driver's License with good driving record.
- Flagger Certification.
- Class B CDL with air brake, or ability to obtain within 24 months of hire.

## **EQUIPMENT USED**

Pallet jacks, UTV, City pickup, dump truck, skid loader, a variety of water pumps, lab equipment, meters, chemical pumps, large volumes of highly caustic/acidic chemicals, high voltage electrical switches, turbidity meters, pH meters, Spectrophotometer, cutting torch, hydraulic tools, Self-Contained Breathing Apparatus (SCBA) and chlorine equipment, and general hand and power tools used in water facility and distribution system maintenance. Drive and operate City vehicles.

## **WORK ENVIRONMENT / PHYSICAL DEMANDS**

Work is performed in an office, plant, or field environment with regular exposure to chemicals, noise, working near moving mechanical parts, fumes, or airborne particles, working in all weather conditions, and risk of electrical shock and explosive gases. The employee is occasionally exposed to wet, humid conditions, extreme cold, extreme heat, vibration, and work in precarious places, such as vaults. This position requires strenuous physical work. The employee is regularly required to sit, stand, walk, talk, hear, see, use hands and fingers, reach with hands and arms, and climb, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this position include close, distance, color, and peripheral vision, as well as depth perception and the ability to adjust focus.

## **COMMENTS**

The intent of this classification is to describe the types of job tasks and levels of responsibility and difficulty required of persons assigned to this classification title. This is not to be considered a detailed description of every duty/responsibility of the job.

The City of Black Hawk is an Equal Opportunity Employer. Pursuant to the *Immigrations Reform and Control Act*, it is the City's intention to hire only individuals who are United States citizens or those authorized to work and live in the United States.

**I have read and fully understand the job duties of the job description.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_