



CLASSIFICATION DESCRIPTION

TITLE: UTILITY SYSTEMS OPERATOR LEAD JOB CODE: 14 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to perform diagnostic and equipment control operations to regulate collection, treatment, dispersal and disposal of water/wastewater in the City's Utilities Department according to the area of assignment. Employees in this classification function in a lead capacity, and are responsible for highly complex inspection and maintenance duties, ensuring efficient and effective operation of water facilities and equipment. Position is distinguished from that of the Utility Systems Operator III, by the level of leadership the employee functions in, and additional functions training, assigning and reviewing the work of other Operators. Objective is to provide safe potable drinking water to the City, or to ensure effective processing of wastewater.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Supervises, coordinates, monitors and reviews the work of Utility Systems Operators and Trainees.
- Performs highly skilled operational and regulatory work in the testing and treatment of City water in compliance with all applicable City, State and Federal regulations and guidelines; regulates water flow and water pressure equipment in the City's Utilities Department.
- Monitors various flow and composition levels of water/wastewater processing, e.g., effluent flow; pH, oxygen, and chemical levels; modifies flow and chemical feed rates to ensure appropriate levels.
- Monitors various operational aspects of water/wastewater processing, e.g., chemical use, power consumption, generator use, volume processing.
- Collects and performs laboratory sample analysis to ensure adherence to safety and regulatory chemical parameters; monitors chemical inventory to ensure appropriate supply/stock levels at all times.
- Performs and records chemical and pressure sampling and laboratory testing; calculates results/readings; ascertains performance and quality; performs appropriate equipment adjustments and calibrations.

- Records and maintains inventory of chemicals and supplies in the plant.
- Performs various maintenance and purging duties; monitors and sets chlorine machinery to obtain proper chemical usage readings.
- Coordinates with utility crews on leaks, main breaks, or related critical events; responds to emergency call-in in disasters or other critical events.
- Performs routine maintenance and repair duties of water/wastewater equipment and facilities, e.g., pumps, storage tanks, aerators, precipitators, filters, motors, pulleys, drive belts, solids and chemicals handling.
- Records daily pump readings, e.g., pressure, flow, time, chemical usage, pump function/operation; perform corrective measures to pump operations and settings as necessary.
- Performs clerical duties, e.g., data entry; generates spreadsheets for process control; prepares various reports; performs calculations, runs quantitative/qualitative analysis and interprets data for performance evaluation.
- Provides guidance and instruction to operations staff in complex diagnostics and aspects of the work.
- May be required to respond to emergencies after hours.
- Provides public guidance and tours of the facility.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by a minimum of five (5) years responsible experience in utilities pump-mechanical operations, and demonstrated leadership abilities; or an equivalent combination of education, training, and experience.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

Must possess and maintain Drinking Water Treatment or Wastewater Treatment, Level A Operator Certification issued by the Florida Department of Environmental Protection.

Must obtain a RO Treatment Specialist Certification

Must obtain a Backflow tester or Backflow repair certification.

Must possess and maintain Reclaimed Water Distribution and Reclaimed Water Field Inspector Certification.

Must obtain a SEDA Membrane Operator Certification.

Reference Certification Master List for eligible certification pay.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow verbal and written instructions.

- Ability to effectively lead a staff comprised of entry and journey level professionals engaged in carrying out utility systems operations.
- Thorough knowledge of the collection, treatment, dispersal and disposal of water/wastewater in compliance with all applicable City, State and Federal rules and regulatory requirements applicable to the work.
- Thorough knowledge of the safe and proper use and care of manual and power hand tools and equipment utilized in water utilities operations and preventative maintenance field.
- Skill in inspecting utilities machinery and mechanical equipment and detecting and identifying apparatus malfunctions.
- Thorough knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios and percentages.
- Skill in reading and interpreting readings, measurements and flow rates obtained through application of diagnostics, laboratory sampling and testing equipment.
- Skill in reading and interpreting various documents such as safety rules, operation and maintenance instructions, procedure manuals, and related documentation.
- Ability to operate various office equipment, e.g., computer terminals, telephone systems, calculator. Must possess more advanced computer skills and have a working knowledge of Microsoft Word, Excel and Outlook.
- Ability to establish and maintain effective working relationships and communications with other employees, vendors, and the public.
- Ability to meet established deadlines, and follow up on assignments with a minimum of direction.
- Skill in reading and interpreting a variety of instructions in written, oral, diagram, or schedule form.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is occasionally required to lift, move or carry objects up to 50 pounds; ascend or descend ladders, stairs, scaffolding, ramps, poles; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating narrow, slippery, or erratically moving surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, gases, odors or airborne particles; toxic or caustic substances; excessive noise; extreme temperatures; and dampness, wetness and humidity. While performing the essential functions of this job, the incumbent is occasionally exposed to possible bodily injury from electrical shock; falling from high, exposed places; and moving mechanical parts of equipment, tools, and machinery.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.