

# HEBER PUBLIC UTILITY DISTRICT

## REPORT TO BOARD OF DIRECTORS

**MEETING DATE:** September 19, 2019

**FROM:** Laura Fischer, General Manager

**SUBJECT:** Approve the Job Description for the Position of Water / Wastewater Operator II

**ISSUE:** Shall the Heber Public Utility District Board approve the job description for the position of Water / Wastewater Operator II

**GENERAL MANAGER RECOMMENDATION:**

Approve the Water / Wastewater Operator II job description.

**FISCAL IMPACT:**

Lower employee cost as the changes will limit the number of Water / Wastewater Operator II positions that can be filled.

**BACKGROUND:**

The Water / Wastewater Operator II position is a previously established and filled position. The position is required to have the Water Treatment and Distribution Certificate Level 2 and a Wastewater Treatment Plant Operator Level 2 to be eligible to apply.

The ability to move up into the Operator position resulted in all of our employees hired into the OIT position would move to Operator II position within 18 months.

After consulting with the Chief Operator, it was determined that in order to complete our work load, we didn't need three Operator II positions filled. It was determined that we could have two Operator II positions filled and two OIT positions filled. Thus, we are modifying both job descriptions. The OIT job description allows more time for the operator to earn his water treatment I, water distribution 1 and wastewater treatment 1 certifications. It limits the movement from the OIT position to the Operator II position unless there is a vacant Operator II position, which will save the District money.

**CONCLUSION:**

As the salary schedule has been adjusted; it has been determined that the District does not need three Operator II positions filled; it is recommended that the Board approve the Job Description for the Water / Wastewater Water / Wastewater Operator II position.

**ALTERNATIVES:**

- 1) Do not approve the Water / Wastewater Operator II job description.
- 2) Make changes to the Water / Wastewater Operator II job description before approval.
- 3) Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer,  
General Manager

Attachments:       Water / Wastewater Operator II Job Description

**HEBER PUBLIC UTILITY DISTRICT  
WATER/WASTEWATER OPERATOR II  
JOB DESCRIPTION**

Adopted by Board of Directors – September 20, 2019

**JOB TITLE: WATER/WASTEWATER OPERATOR II**

**SALARY:**

Position	Salary Period	1-Jul-19	
		Step 1	Step 2
W / WW Operator II	Monthly	4,652	4,885
	Annual	55,823	58,614
	Hourly Rate	26.838	28.180

**POSITION SUMMARY:**

Under general supervision, perform specialized work in the installation, repair and maintenance of District water treatment and distribution, sewer collection and treatment, storm drainage systems and facilities.

**KEY RESPONSIBILITIES:**

1. Perform specialized work in the installation, repair and maintenance of District water, sewer and storm drainage system including District water mains, fire hydrants, service lines, valves, meter and others.
2. Perform general plumbing duties including installation and repairs of sinks, faucets, drains, toilets, showers, water heaters, and drinking fountains.
3. Operate a variety of equipment including forklift, dump truck and trailer, sewer vector truck, loader, backhoe, pipe threading equipment, tapping machine, hydraulic pipe cutters, jackhammer, air compressor and hand and small power tools; drive a vehicle to work sites.
4. Install, repair and maintain water and sewer system as required; install new mains, services hydrants and valves as necessary.
5. Exercise valves annually.
6. Perform skilled soldering and fabrication of water and sewer lines and related equipment; repair fences.
7. Perform routine or emergency work as necessary; shut down valves and reroute water and sewer flows as necessary.
8. Install valves, meter hydrants, sewer service connections and related items; remove, install and maintain pipes; flush water mains as necessary; utilize appropriate shoring and safety equipment.
9. Maintain a variety of records and reports.

**OTHER DUTIES:**

Communicate with other District departments regarding repairs and maintenance issues. Respond to emergency call-out as assigned. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

Knowledge of:

Standards and techniques used in the operation and maintenance of water and sewer systems and related equipment. Basic water and sewer distribution system maintenance and repair. Health and safety regulation and procedures. Record-keeping technical aspects of field of specialty. General plumbing skills.

**ABILITY TO:**

Perform specialized work in the installation, repair and maintenance of the District's water, sewer and related systems. Operate hand and power tools and other equipment used in grounds maintenance. Install and replace existing and new meters. Learn District organization, operations, policies and objectives. Communicate effectively both orally and in writing. Observe health and safety regulations. Work cooperatively with others. Meet schedules and time lines. Repair and replace water meters and automatic meter reading systems. Program automatic meter reading systems as needed. Other duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: an associate degree or two years of equivalent course work in biology, chemistry, engineering, environmental health sciences or related fields and two years experience in Water distribution construction and maintenance of water systems. Experience in sewer treatment and collection or related systems and Components and knowledge in general plumbing.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and insurability  
State of California Water Treatment Operator II Certificate  
State of California Water Distribution Operator II Certificate  
State of California Wastewater Treatment Operator I Certificate with the requirement to obtain a Wastewater Treatment Operator II Certification with 12 months.

**WORK CONDITIONS:**

ENVIRONMENT:

Outdoor work environment. Driving a vehicle to conduct work. Adverse weather conditions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information. Dexterity of hands and fingers to operate equipment. Bending at the waist, kneeling or crouching. Standing for extended periods of time. Reaching overhead, above the shoulders and horizontally. Seeing to read a variety of materials. Lifting moderately heavy objects. Climbing reservoirs.

**HAZARDS:**

Working around and with machinery having moving parts. Working in cramped and restricted areas. Working with chemicals. Traffic hazards.