



Grand Traverse County, MI Job Description

Lead Sewer & Water Operator (Operator III)

GENERAL SUMMARY

Primary function of the job is to operate and maintain water & sewer distribution and collection, pumping, and record keeping systems. Employees in this job have no formal supervisory role, however, may train, guide, or lead employees in the designated work unit. Employees work as part of a team and are responsible for ensuring that the team meets its objectives. Acts as Back-up Operator.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

Overtime may be required to complete the task within a specific time frame or in an emergency situation.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Assists lower-level operators with installing and repairing water meters, cleaning and maintaining sewer stations, maintaining hydrants and valves, flushing water mains, processing water turn ons/offs, maintaining vehicles and other related activities.
- Operates, monitors, maintains, and repairs water distribution and sewer collection systems, including mains, lift stations, well fields, booster stations, storage tanks, well houses, pressure reducing stations, and plants.
- Inspects cross connections in homes and businesses to identify potable water lines incorrectly plumbed to mitigate the possibility of pollutants entering the water distribution system.
- Performs water quality sampling.
- Works with the Office Manager to determine the correct sizing of water meters.
- Participates in a variety of meetings or other related groups to receive and convey information.
- Coordinates work activities and advises crew members during work projects, performing more complicated tasks on jobs.
- Oversees the work of contractors involved in excavating near public water and sewer utilities.
- Maintains records, logs, and related items associated with daily activities, such as as-built drawings and work orders.
- Monitors and maintains appropriate levels of supplies and materials in support of unit operations and activities.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing.
- Assists in the maintenance and repair of water distribution and pumping stations.
- Maintains and coordinates the large water meter testing and repair program.
- Monitors system parameters with SCADA.
- Performs the duties of the Sewer & Water Operator II.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

Required for the Lead Water Operator:

- High School Diploma or G.E.D., and completion of an approved certified technical training program
- Five to seven years' experience in water system operation and maintenance
- Directly related education and training may substitute for experience if there is demonstrated knowledge, ability, and skills to perform the work.

CERTIFICATIONS, LICENSES

Required for the Lead Water Operator:

- Possess and maintain a valid Michigan Operators License with CDL, Class B, including a tank truck and air brake endorsement and must maintain eligibility to drive as per the County's Vehicle policy and the Department of Transportation regulations.
- D-2 Limited Treatment License issued by the State of Michigan
- S-2 Distribution License issued by the State of Michigan
- OSHA confined space training certification.
- CPR certification.
- Completion of lung capacity test and Self-Contained Breathing Apparatus (SCBA) highly preferred.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

May be required to serve in an "on-call" capacity

DISTINGUISHING CHARACTERISTICS

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Independent judgment, personal discretion, and resourcefulness are needed to interpret and apply guidelines. Errors at this level could cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction and could impact others outside of a department and may require the intervention of an agency head to resolve. Compared to the Sewer & Water Operator II classification, work is more complex, varied, and independent requiring more experience

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May be required to climb or balance; reach with hands and arms; sit; stand; stoop, kneel, or crouch; talk and hear; smell; use hands to finger, handle, or feel.
- Position frequently works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be exposed to working in close quarters, high and precarious places, moving mechanical parts, risk of electrical shock, vibration, fumes or airborne particles, infectious diseases.
- May occasionally be required to lift/move over 100 pounds.
- Will be required to use appropriate personal protective equipment according to current safety standards and practices.
- May be required to purchase appropriate footwear to be in compliance with current safety standards.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Knowledge of the proper industrial safety practices with special regard to gaseous manholes working below grade or in confined places, high voltage areas and/or areas involving heat, offensive odors and dampness, including the practical application of first aid techniques
- Knowledge of practices and procedures governing the construction and maintenance of sanitary sewers, sewage pump stations, water pumping facilities, water mains, and related facilities
- Skill in performing on-site inspections
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Must be able to work under adverse conditions, such as small spaces, deep
- underground or climbing water towers, and in human sewage
- Ability to read and interpret plans, diagrams, drawings, prints, schematics, etc.
- Ability to work under pressure during an emergency
- Ability to work independently
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to consistently demonstrate sound ethics and judgment
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently