



## Grand Traverse County, MI Job Description

### Operator in Charge (OIC) – Operator IV

#### GENERAL SUMMARY

Primary function of the job is to oversee the daily operations of the public water and sewer systems. An employee in this role also ensures that State of Michigan Recordkeeping requirements are met. The OIC oversees the system cross-connection control program, submits monthly MORs, annual pumpage and cross-connection reports. The Employee in this role has no formal supervisory role, however, may train, guide, and lead the operation and maintenance work within the public the public systems. This position is required by the State of Michigan for all public water systems.

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)

- Same as Operator III, with the following additions:
- Assists Shop Manager with training development and protocol for water system operators.
- Prepares monthly operating reports for submittal to the Director and the State of Michigan.
- Meets with State regulatory personnel to discuss water system operations and maintenance programs and relays information to the Shop Manager and the Director.
- Establishes water treatment protocol after consultation with consultants and management.
- Oversees routine sampling and testing required by the State of Michigan.
- Oversees the cross-connection control program; approves installation and testing of backflow prevention devices.
- Assists Sewer & Water Lead and Shop Manager with maintenance programs for hydrants, valves, manholes, pump stations, booster stations and PRVs.
- May perform the duties of the Sewer & Water Operator II and/or Operator I.

**EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

**Required for the Operator in Charge (OIC):**

- High School Diploma or G.E.D., and completion of an approved certified technical training program
- Seven to ten 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 Sewer & 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-1 Limited Treatment License issued by the State of Michigan
- S-1 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 compliant 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