

IDYLLWILD WATER DISTRICT
JOB DESCRIPTION

POSITION: SEWER DEPARTMENT CHIEF OPERATOR

Description. Under administrative direction, plans, organizes, directs and coordinates the maintenance, construction and operations functions of the District, and performs related work as required.

Examples of Duties. Plans, organizes, directs and coordinates the maintenance, construction and operations functions of the Wastewater Plant and percolation ponds. Oversees wastewater collection, treatment and disposal functions; provides supervision, training and work evaluation for field and shop personnel; reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection and repair of vehicles and construction equipment; assists the General Manager with long range planning of District maintenance, construction and operations activities; inspects work in progress to insure proper utilization of personnel and equipment; monitors employee certification, training and safety programs; periodically reviews and evaluates power use at the wastewater facilities to minimize costs and improve efficiency; performs special projects and administers water quality testing programs as delegated by the General Manager. Prepares monthly and annual reports as needed. Coordinates with the water department Chief Operator for both water and wastewater needs when assistance is required on projects. Performs on-call and emergency work assignments. Provides welding as needed. Operates backhoe and loader

General Requirements. Requires a knowledge of principles, methods and practices used in water and wastewater system maintenance, greasetrap programs, operation and construction work; principles, methods and practices of vehicle and construction equipment operation, use, maintenance and repair; principles, methods and practices used in building and grounds maintenance; principles, methods and practices used in water and wastewater treatment plant operations, maintenance and construction work; rules, regulations and codes applicable to District maintenance, operation and construction functions; District policies, rules, regulations and procedures; work safety standards and requirements; principles of supervision, training and management.

Requires an ability to plan, organize, manage and administer the maintenance, construction and operations functions of the District; oversee the establishment and maintenance of certification, training and work safety programs; perform administrative reviews of work activities, costs, staffing requirements, equipment uses and time requirements; effectively represent District maintenance, operation and construction functions with the public, contractors and other governmental organizations; establish and maintain cooperative working relationships.

Typical Physical Activities. Travels regularly by vehicle in overseeing District facilities and field operations; frequently works in an outdoor environment with exposure to dust, dirt and significant temperature changes between cold and heat; communicates orally with District personnel and the public; uses a telephone; stands and walks for extended time periods; hearing and vision must be within normal ranges.

Qualifications. Graduation from high school plus enough technical training to obtain required certification; broad and extensive work experience in performing maintenance, construction and operations work for a

water utility, wastewater treatment agency or other public service agency. Shall possess at least Grade III Wastewater certification. Certification for Grade I Water Treatment and Grade I Water Distribution desired.

Special Requirement. Possession of an appropriate California operator's license issued by the Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations. The driving record will not contribute to an increase in the District's automobile insurance rates.

To submit a resume for consideration, please email to admin@idyllwildwater.com with the position you are applying for in the subject line.