

JOB OPENING
UTILITY OPERATOR I

Grade 29: \$41,707.69 (\$20.05/hr.) - \$57,494.51 (\$27.64/hr.)

DEPARTMENT: UTILITIES

DIVISION: COUNTY MANAGER

GENERAL DESCRIPTION:

This position performs work in management and operations of the county water/wastewater service area treatment plants, collection, distribution & transmission lines, and associated construction, operation and maintenance. This position is responsible for ensuring systems under charge function continuously and efficiently, and in compliance with safety and environmental regulatory standards concerning potable water treatment and distribution, and wastewater treatment/reuse/disposal processes. Work includes reading a large volume of technical operating and maintenance manuals, regulations and instructions and continuing hands-on and skills improvement training. This position reports directly to and performs work under direction of the senior utilities operator or other assigned supervisor. Work assignments are received orally and/or in writing, and are performed with considerable latitude and independence in judgment and decision making within established policies, procedures, rules, regulations, laws and guidelines.

ESSENTIAL JOB FUNCTIONS:

1. Performs operation and maintenance of the county's water and wastewater treatment plants, distribution and transmission systems, and associated equipment to include compliance with permit and other regulatory requirements of the EPA, FDEP, OSHA, SWFWMD, and other agencies. Interprets, advises and implements State and Federal regulatory standards concerning potable water treatment and distribution, and wastewater treatment processes.
2. Coordinate or perform, as appropriate field activities essential to the construction, maintenance and general repair of water and wastewater systems, i.e. gravity/force main and other lines, lift station, flow meters, hydrants, valves, tanks, generators, blowers, pumps. Starts and stops machinery and pumps, regulates valves and observes dials; draws samples and runs routine tests for analysis of process status & operation; adds chemicals according to prescribed standards; operates, oils and adjusts machinery for proper performance; operates and maintains service equipment used as necessary in utility system component installation, repair or maintenance.
3. Maintain plant and utility system component preventive maintenance program and logs. Performs limited maintenance and assists in minor repairs to pumps and other equipment; routinely collects, tests and reports various material samples; performs light housekeeping, maintenance and cleanup duties on facilities and grounds as necessary.
4. Prepares reports and maintains records for accuracy, completeness, and adherence to required reporting standards.
5. Develops as requested program ideas, goals, policies and procedures, and effects coordinated action.
6. Reports on county utility activities and system problems and recommends operational improvements to supervisor.
7. Prepares and/or reviews technical bid specifications for operations and maintenance needs.
8. Attends and participates in conferences, training, and meetings, as requested or approved by supervisor.
9. Refers concerns, inquiries, and complaints from the general public to supervisor; provides information, assistance, and/or resolution to problems.
10. Works during and after weather emergencies and other natural or manmade disasters and accidents, as needed to restore drinking water and/or waste system operation; responds to emergency calls as necessary.
11. Performs periodic routine inspections and monitoring of work/project sites during and upon completion for adherence to established regulatory practices and work orders.

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12. Provides and acquires technical advisement, instruction and training as needed. Maintains current knowledge of trends and developments in regulatory standards pertaining to water and wastewater activities for application to functions under charge. Participates in on-the-job training involving practical, "hands-on" experience with plant operations; reads and comprehends a variety of technical laboratory, operations and maintenance procedures.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the laws, codes, ordinances and policies applicable to the utility operations function.

Knowledge of occupational safety hazards and necessary precautionary measures.

Knowledge of the organization, functions, policies, laws and administrative procedures of County government.

Knowledge of mechanical, electrical, chemical and fluid dynamics.

Ability to test, perform simple repairs and maintenance, and operate water and wastewater system related mechanical and/or electrical equipment.

Ability to establish and maintain effective working relationships.

Ability to organize and effectively present oral and written reports, findings and recommendations.

Ability to exercise judgment, decisiveness and creativity required in situations involving the implementation and planning of work efforts, program(s), policies and procedures.

Ability to work during emergency situations as required.

Skill in the use of utility related and standard office equipment and software applications.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent certificate of competency, with preference to courses in chemistry or related subjects.

Minimum of two years water and/or wastewater utilities related practical experience.

Prior experience in servicing mechanical and control equipment and machinery preferred.

Certification in backflow prevention device inspection and repair preferred.

Experience in residential service meter installation preferred.

(A comparable amount of training, education or experience can be substituted for the minimum qualifications.)

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida driver's license. CDL preferred.

Water and wastewater operator Class "C" or higher Licenses.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).

Ability to distinguish colors.

Acceptable hearing (with or without hearing aid).

Ability to communicate both orally and in writing.

Ability to climb at least fifty vertical feet of both stairs and/or ladder.

Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in work.

Ability to exert light physical effort in sedentary to light work, but which may involve lifting, carrying, pushing or pulling objects and materials of moderate weight (up to 100 lbs). Tasks may involve extended periods of time at a keyboard, work station, in a vehicle or exposed to the elements on site.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment and outside at site areas.

Tasks may risk periodic exposure to adverse environmental conditions, such as noise extremes, machinery, electric currents, and/or toxic/poisonous agents, when performing on site inspection or operation & maintenance duties.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Approved by BOCC 8/14/08