

Staff Report

for the Regular Meeting of the Board of Directors, November 9, 2016

TO: Board of Directors
FROM: Jana Kolakowski, Human Resources Manager
DATE: November 1, 2016
SUBJECT: Job Description Updates

HUMAN RESOURCES

RECOMMENDATION:

Approve updates to job descriptions for the positions of Maintenance Supervisor, Senior Facility Ranger, Senior Water Distribution Operator and Water Treatment Operator I/II/III, as recommended by the Administrative Practices Committee.

BACKGROUND:

Staff has reviewed and updated the following job descriptions:

1. Senior Facility Ranger
2. Water Treatment Operator I/II/III
3. Senior Water Distribution Operator
4. Maintenance Supervisor

The Administrative Practices Committee advanced a recommendation to the Board of Directors to approve these updates.

BUDGETARY IMPACT:

None.

Attachments (4):

- Senior Facility Ranger Job Description
- Water Treatment Operator I/II/III Job Description
- Senior Water Distribution Operator Job Description
- Maintenance Supervisor Job Description

NEVADA IRRIGATION DISTRICT

MAINTENANCE SUPERVISOR Range B36 – BOD XX/XX/XX

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, organize, direct and supervise a variety of skilled maintenance operations and activities that include construction/pipelines, facilities maintenance, canal maintenance, service maintenance, and recreation facility maintenance; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an Assistant Maintenance Superintendent or assigned manager.

Exercises direct supervision over assigned maintenance personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Recommend and assist in the implementation of goals and objectives; establish schedules and methods for construction/pipelines, facilities maintenance, canal maintenance, service maintenance, and/or recreation maintenance activities; implement policies and procedures.
2. Plan, prioritize, assign, supervise and review the work of staff involved in construction/pipelines, facilities maintenance, recreation maintenance, canal maintenance, and service maintenance activities.
3. Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
4. Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for equipment, materials, and supplies; monitor and control expenditure.
5. Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; conduct performance evaluations; implement discipline procedures.

NEVADA IRRIGATION DISTRICT

Maintenance Supervisor

Essential Functions: *(Continued)*

6. Supervise activities related to the construction, maintenance, replacement, and repair of pipelines and various water conveyance and distribution systems, buildings, or recreation facilities.
7. Supervise and assist in the repair and upgrading of hydrants and service line construction, extensions, maintenance, replacement, and repair.
8. Supervise and assist in the construction, maintenance, and repair of buildings, recreation facilities or treatment plants, pumping stations, and associated water system facilities.
9. Supervise and assist in canal maintenance and repair activities including clearing and repair of canals, and locating leaks, relining activities, and canal improvement projects.
10. Patrol and monitor recreation facilities; enforce park rules, as required; respond to visitors' questions or concerns.
11. Oversee and participate in janitorial activities related to District recreation facilities.
12. Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.
13. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
14. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices associated with the construction, maintenance and repair of raw and treated water system delivery and conveyance systems, buildings, and recreation facilities.

Equipment, tools and materials used in the construction, installation, maintenance, and repair of raw and treated water delivery and conveyance systems, buildings, and recreation facilities.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Modern office equipment including use of applicable computer applications.

Principles and practices of effective customer service.

Pertinent local, State and Federal laws, ordinances and rules.

NEVADA IRRIGATION DISTRICT

Maintenance Supervisor

Ability to:

Organize, implement and direct a variety of construction and maintenance operations/activities.
Interpret and explain pertinent water maintenance and department policies and procedures.
Assist in the development and monitoring of an assigned program budget.
Develop and recommend policies and procedures related to assigned operations.
Operate and use modern office equipment including a computer and applicable software.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.
Supervise, train, motivate, coach and evaluate assigned staff.

Responsibility to:

Report any safety risks or hazards to management personnel.
Report to management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Responsibility to ensure that all personnel under your supervision are:

Obeying and promoting safe work practices.
Properly trained in safe work practices and procedures.
Utilizing proper protective equipment.
Operating equipment properly.
Acknowledging the use of safeguards by other employees.
Reporting any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
Following OSHA regulations. (OSHA requires that those in supervisory positions ensure subordinate personnel adhere to the appropriate safety procedures in performing all duties. Failure to provide proper supervision may result in civil and/or criminal sanctions for the District and the supervisor).

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in water system delivery and conveyance construction, maintenance, and repair; including one year providing technical and functional supervision over assigned personnel.

Education:

Equivalent to completion of the twelfth grade. An Associate's degree is highly desirable.

NEVADA IRRIGATION DISTRICT

Maintenance Supervisor

License and Certificate:

Possession of a valid California driver's license.

Possession of a valid California Department of Public Health Water Distribution Operators Certificate, Grade 2 (D2).

WORKING CONDITIONS

Environmental Conditions:

Work is performed in an outdoor environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, write or use a keyboard to communicate through written means; and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; interpret and explain laws, regulations, codes, policies and procedures; observe performance and evaluate staff; handle conflict.

NEVADA IRRIGATION DISTRICT

SENIOR FACILITY RANGER

Range A93 – BOD XX/XX/XX

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs patrol of District recreational areas and related facilities to ensure visitor compliance with rules and regulations; performs maintenance and repair of recreational facilities, and responds to situations requiring assistance.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Recreation Department. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Employees perform the most difficult and responsible types of duties assigned to this class providing lead supervision for recreation assigned staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Manager.

Exercises functional and technical supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Lead, plan, train, review, and participate when needed, the work of assigned staff, responsible for cleanup of the campgrounds; garbage pickup, cleaning of restrooms, cleaning sites and fire pits. Weed eating, cutting and bundling of wood. Small repairs throughout the campgrounds.
2. Provide safety training for recreation staff.
3. Verify the work of assigned staff for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

NEVADA IRRIGATION DISTRICT
Senior Facility Ranger

Essential Functions: *(Continued)*

4. Supervise the use of and operate light trucks and equipment, and a variety of hand and power tools to perform routine maintenance work including power saws, welding/cutting torches, pipe cutters, rebar cutter and bender, levels, grade setting tools, snake, etc.
5. Provides and coordinates employees training in their areas of work in utility maintenance methods, techniques, and in the set up and use of equipment at all recreation sites.
6. Ensure safe work practices and procedures.
7. Maintains, repairs, and cleans buildings and picnic areas in the campground areas.
8. Answers questions and provides information to the public, investigate complaints and recommends corrective action as necessary to resolve complaints.
9. Explains and enforces rules and regulations related to use of the recreational area, including information regarding noise, parking, and trash disposal.
10. Responds to complaints; resolves conflicts and mediates disagreements between campsite users; conducts evictions as required.
11. Directs and performs the operation of boats, motor vehicles and radio communications equipment in performance of duties; performs preventive maintenance; makes minor repairs and adjustments to tools and equipment.
12. Keep and maintain records of observations, requests for maintenance and construction work, and daily logs of activities performed; prepares incident reports, studies and correspondence.
13. Provides input to department budget.
14. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
15. Perform related duties as assigned.

NEVADA IRRIGATION DISTRICT
Senior Facilities Ranger

QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training.
Operational aspects of the recreation areas.
Practices and methods of park patrol, visitor management and safety, customer service and related local and State public safety codes and related rules and regulations.
Correct spelling, grammar, and punctuation.
Principles and Practices of effective customer service.
Modern office equipment including use of applicable computer applications
Use and care of various hand and power tools.
District policies and procedures related to area of assignment.

Ability to:

Provide technical and functional supervision over assigned staff, effectively train staff.
Perform the most complex duties related to maintenance and repair of the recreational areas.
Negotiate and mediate difficult visitor complaints or interactions.
Independently perform a variety of tasks involved in customer service.
Be able to “multitask” to handle competing priorities and demands.
Ability to facilitate employees and public users to solve problems, resolve conflicts and work effectively and collaboratively.
Work independently in the absence of supervision.
Prioritize work and coordinate several work activities.
Make mathematical calculations with speed and accuracy.
Interpret and explain District policies, procedures and campground rules.
Operate computerized accounting software.
During the Recreation Season be able to work all weekends and holidays.
Establish and maintain effective working relationships with those contacted in the course of work.
Communicate clearly and concisely, both orally and in writing.

NEVADA IRRIGATION DISTRICT
Senior Facilities Ranger

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible lead experience in a similar recreation facility.

Education:

Equivalent to the completion of the twelfth grade.

License:

Possession of a valid California driver's license.

Possession of a valid California State Distribution Operators License, Grade 2

WORKING CONDITIONS

Environmental Conditions:

Work is performed outside in a campground environment and sometimes subject to inclement weather and noises; at times work is performed in a temperature controlled office subject to typical office noise.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit at desk and/or stand at counter for long periods of time; intermittently twist and reach office equipment; write and use keyboard to communicate through written means; run errands as required; lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to review documents related to department operations; observe, identify, and problem solve office systems and procedures; understand, interpret and explain department policies and procedures; explain and problem solve office issues for the public and with staff; handle conflict.

NEVADA IRRIGATION DISTRICT

SENIOR WATER DISTRIBUTION OPERATOR Range B05 – BOD XX/XX/XX

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of semi-skilled and skilled duties associated with the operation and maintenance of the District's treated water and raw water distribution systems; to patrol, regulate, and document the flow of water; to inspect and perform minor maintenance to District hydroelectric generation facilities; and to perform related duties and responsibilities as assigned.

DISTINGUISHING CHARACTERISTICS

Senior Water Distribution Operator: This is the advanced journey level in the Water Distribution Operator series. The Senior Water Distribution Operator is distinguished from the Water Distribution Operator II by the assignment of the full range of duties and is required to be fully trained in all procedures related to assigned area of responsibility and able to independently operate, patrol and maintain treated and raw water facilities and hydroelectric facilities; in addition, the Senior Water Distribution Operator is responsible to operate certain Hydroelectric Powerplants. Positions in this class are not flexibly staffed. This class is further distinguished from the Water Distribution Supervisor in that the latter is the first line supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Water Distribution Supervisor. May exercise technical and functional supervision over less certified Water Distribution Operators.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Conduct inspection of, perform maintenance on, and patrol District water distribution facilities including, canals, reservoirs, ditches and conduit systems.
2. Monitor and regulate canal flow and reservoir capacity; operate water spillway gates and valves to regulate water flow; inspect dams and related facilities; report changes to dams and log readings.
3. Inspect, maintain and operate hydroelectric power plants (1.5 MW or less); perform minor service and maintenance, troubleshooting and flow adjustments and read, record and report data and plant status.

NEVADA IRRIGATION DISTRICT

Senior Water Distribution Operator

Essential Functions: *(Continued)*

4. Clean and remove debris and foreign objects from canals; monitor weed control in canals; prepare canals for the application of herbicides and maintain communication with crews applying herbicide.
5. Flush pipelines to improve flow of water.
6. Read rating tables and perform calculations to prorate water flow and determine rotations.
7. Monitor, document, and maintain a variety of records, data and logs on water usage and water flow required for District use.
8. Read gauges and water meters; identify and report illegal uses of water.
9. Respond to treated water leaks, estimate repairs and notify customers of outage necessary to make repairs; coordinate with maintenance crews for the repair of distribution facilities; flush and sample water after repair.
10. Receive, respond to, and investigate customer questions and complaints related to water services, water requirements, and service needs; explain District and local, State and Federal policies and regulations related to water distribution.
11. Prepare work orders and coordinate with maintenance personnel for the repair of raw and treated water facilities.
12. Participate and oversee the work of less certified personnel and/or temporary employees in programs such as flushing, spillway inspections, and valve exercising.
13. Respond to emergency situations to repair or clean District water conduits.
14. Safely operate a District vehicle; report vehicle maintenance needs.
15. Notify customers of service interruptions, pesticide applications and encroachments to District right-of-way; turn water service on and off.
16. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
17. Perform related duties as assigned.

NEVADA IRRIGATION DISTRICT

Senior Water Distribution Operator

QUALIFICATIONS

Senior Water Distribution Operator

Knowledge of:

Purpose and use of general construction, hand, and power tools used in the maintenance of canals, pipelines, pumps and water distribution facilities.

Basic arithmetic to perform calculations.

Principles and practices of effective customer service.

Modern office equipment including use of applicable computer applications.

Basic principles related to the maintenance and operation of water distribution facilities.

Standards for minor maintenance of canals, flumes, dams, and reservoirs.

Calculations required to determine water flow and capacity.

Methods and techniques associated with the proper operation of water distribution facilities.

Tools, materials, and equipments used in the operation and maintenance of treated and raw water distribution facilities.

Principles and practices of operating and maintaining hydroelectric facilities and pump stations.

Principles of hydraulics and water properties.

Emergency response procedures.

Ability to:

Learn basic principles related to water distribution.

Learn policies and procedures governing water distribution facilities.

Learn to perform skilled tasks associated with the operation and maintenance of water distribution facilities.

Learn safe work practices.

Learn to estimate, calculate, and analyze water flows.

Perform manual labor.

Learn to prepare canals for the application of herbicides.

Learn locations of District facilities.

Learn locations and boundaries of District right-of-ways and property owner activities constituting encroachment.

Learn to operate and use modern office equipment including a computer and applicable software including programs and technology used in the operation of a raw and treated water system.

Respond to after hours emergency situations on normal workdays, weekends and holidays.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Document and maintain accurate reports and records.

Regulate, estimate, calculate, and analyze water flows.

Perform heavy manual labor and skilled tasks associated with the operation and maintenance of water distribution facilities with more independence.

NEVADA IRRIGATION DISTRICT

Senior Water Distribution Operator

Assess the condition and maintenance requirements of canals, ditches, flumes, and related water facilities.

Learn to perform minor maintenance on hydroelectric facilities.

Operate vehicles in inclement weather.

Read maps, gauges and meters.

Safely remove debris and foreign objects to perform minor maintenance in canals.

Independently operate and maintain of water distribution systems.

Interpret, apply, explain and enforce District policies and procedures governing water distribution operations.

Troubleshoot water metered services.

Operate a variety of water system equipment in a safe and effective manner.

Respond appropriately to emergency situation.

Work after hours standby to respond to emergency situations.

Train and provide technical supervision to lower certified personnel.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Water Distribution Operator II with the Nevada Irrigation District.

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Certificate, Grade 3 (D3).

NEVADA IRRIGATION DISTRICT

Senior Water Distribution Operator

License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Distribution Operators Certificate, Grade 3 (D3).

WORKING CONDITIONS

Environmental Conditions:

Work is performed in an outdoor environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; push/pull/torque up to 150 pounds, and lift or carry weight of 75 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; explain jobs to others; handle conflict.

NEVADA IRRIGATION DISTRICT

WATER TREATMENT OPERATOR I WATER TREATMENT OPERATOR II WATER TREATMENT OPERATOR III Range A91/B11/B31 – BOD XX/XX/XX

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform a wide variety of semi-skilled and skilled duties associated with the operation and maintenance of the District's water treatment systems; to support the production and storage of quality domestic water, ensuring compliance with regulatory requirements; and to perform related duties and responsibilities as assigned.

DISTINGUISHING CHARACTERISTICS

Water Treatment Operator I: This is the first certified level in the Water Treatment Operator series. Initially positions in this class typically have little or no directly related work experience holding a Grade 1 and a Grade 2 within 12 months. The Water Treatment Operator I is distinguished from the Water Treatment Operator II by the performance of basic tasks and duties assigned to positions within the series that do not require possession of a Water Treatment Operator Grade 2 certificate.

Water Treatment Operator II: This is the second certified level in the Water Treatment Operator series which serves as a Shift Operator. The Water Treatment Operator II is distinguished from the Water Treatment Operator III by the performance of duties assigned to positions within the series that do not require possession of a Water Treatment Operator Grade 3 certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Water Treatment Operator I level once the appropriate certification is obtained and performance expectations are met.

Water Treatment Operator III: This is the full journey level in the Water Treatment Operator series where incumbents serve as Shift Operator. The Water Treatment Operator III is distinguished from the Water Treatment Operator II by the assignment of the full range of duties and is required to be fully trained in all procedures related to assigned area of responsibility and are able to independently serve as shift operator responsible for the safe operation of the District's treatment plants and portions of the distribution facilities as well as the monitoring of water quality. Positions in this class are flexibly staffed and are normally filled by advancement from the Water Treatment Operator II level once the appropriate certification is obtained and performance expectations are met. This class is further distinguished from the Chief Water Treatment Operator in that the latter is the advanced journey level and has responsibility for the overall interpretation and implementation of regulations as well as the more complex maintenance activities.

NEVADA IRRIGATION DISTRICT

Water Treatment Operator I/II/III

SUPERVISION RECEIVED AND EXERCISED

Water Treatment Operator I

Receives immediate supervision from the Water Treatment Supervisor; may receive technical supervision from a Water Treatment Operator III during an assigned shift. Receives technical and functional supervision from a Chief Water Treatment Operator.

Water Treatment Operator II

Receives close supervision from the Water Treatment Supervisor; may receive technical supervision from a Water Treatment Operator III during an assigned shift. Receives technical and functional supervision from a Chief Water Treatment Operator.

Water Treatment Operator III

Receives general supervision from the Water Treatment Supervisor; receives technical and functional supervision from a Chief Water Treatment Operator. May exercise technical supervision over less certified Water Treatment Plant Operators.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Perform assigned treatment plant rounds inspecting, monitoring and documenting plant equipment gauges, dials, graphs, and other instrumentation to ensure storage and treatment of water meets local, State, and Federal rules and regulations.
2. Collect samples and conduct laboratory analysis of water quality, including, but not limited to, pH, chlorine, turbidity, bacteriological monitoring, and chemical dosing to ensure adequate and proper chemical application according to regulations and guidelines; make necessary operational adjustments in response to test results.
3. Monitor water quality and the collection of bacteriological samples in the distribution system.
4. Maintain, compile, and update plant operating logs and computerized reports as required by law related to water treatment plant operational activities; perform and record water treatment related mathematical calculations as needed.

NEVADA IRRIGATION DISTRICT

Water Treatment Operator I/II/III

Essential Functions: *(Continued)*

5. Conduct inspections of treatment plant equipment to determine required maintenance and repair activities; perform the more routine maintenance, repair and servicing of plant operation machinery and equipment including pumps, valves, motors, feeders, tanks and reservoirs; perform preventative maintenance repairs or schedule repairs as required.
6. Conduct inspection of treatment plant to ensure plant is maintained in a clean and orderly fashion; perform sludge basin and reservoir cleaning; perform filter maintenance including back washing, media replacement and chemical treatment; ensure safe and proper handling and storage of treatment related materials.
7. Operate and maintain onsite chlorine generation stations within the District's distribution system; maintain chlorine booster stations and storage tank sites; conduct monthly tank inspections.
8. Respond to emergency situations; answer questions, respond to inquiries, and resolve conflicts from the public relating to water treatment activities.
9. Assess and appropriately and quickly respond to operational issues; ensure adherence to safe work practices during assigned shift.
10. Troubleshoot and assist less certified staff with questions regarding appropriate plant procedures, operations and maintenance activities as required by local, State, and Federal rules and regulations; oversee the work of outside contractors.
11. Grade III Operators provide technical supervision and training to less certified staff on an assigned shift.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

QUALIFICATIONS

Water Treatment Operator I

Knowledge of:

Purpose and use of general construction and power tools.
Elementary mechanical principles and practices.
Basic arithmetic to perform calculations.
Principles and practices of effective customer service.
Modern office equipment including use of applicable computer applications.

NEVADA IRRIGATION DISTRICT

Water Treatment Operator I/II/III

Ability to:

Learn basic principles and procedures related to the operation and maintenance of a water treatment plant.

Learn sampling methods and techniques.

Learn principles of biology, chemistry, and mathematics.

Learn policies and procedures governing water treatment facilities.

Learn to perform skilled tasks associated with the operation and maintenance of water treatment facilities.

Learn to read meters and gauges accurately.

Learn to maintain accurate records and logs.

Operate and use modern office equipment including a computer and applicable software.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Previous experience in the operation of a potable water treatment plant.

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Treatment Operators Certificate, Grade (T1).

License and Certificate:

Possession of a valid California driver's license.

NEVADA IRRIGATION DISTRICT

Water Treatment Operator I/II/III

Possession of a California Department of Public Health Water Treatment Operators Certificate, Grade 1 (T1) and a Grade 2 (T2) within 12 months.

Water Treatment Operator II

In addition to the qualifications for the Water Treatment Operator I:

Knowledge of:

Principles and practices associated with operating a water treatment plant and associated facilities.
Equipment used in the maintenance and operation of water treatment facilities.
Elementary electrical and hydraulic principles.
Basic principles of biology, chemistry, and mathematics.
Basic sampling and water quality testing methods and techniques.
Basic drinking water standards and regulations.
Basic water treatment and distribution practices and procedures.
Proper handling of hazardous materials.

Ability to:

Document and maintain accurate reports and records.
Perform routine physical and chemical tests of water.
Perform skilled tasks associated with the operation and maintenance of water treatment facilities.
Learn to assess the condition and maintenance requirements of water treatment facilities.
Read gauges, meters, and other electrical instrumentation devices including a treatment plant SCADA system.
Apply District policies and procedures governing water treatment facilities.
Work after hours standby to respond to emergency situations at water treatment plants.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Water Treatment Operator I with the Nevada Irrigation District.

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Treatment Operators Certificate, Grade 2 (T2).

NEVADA IRRIGATION DISTRICT

Water Treatment Operator I/II/III

License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Treatment Operators Certificate, Grade 2 (T2).

Water Treatment Operator III

In addition to the qualifications for the Water Treatment Operator II:

Knowledge of:

Methods and techniques associated with proper water treatment plant and water storage operations.

Advanced principles of biology, chemistry, and mathematics.

Tools, materials, and equipment used in the operation and maintenance of water treatment plants and distribution system.

Operational procedures, equipment and maintenance related to water treatment plants.

Laboratory analysis techniques and health standards for potable water.

Emergency response procedures.

Methods for troubleshooting equipment associated with the operation of a water treatment plant.

Ability to:

Independently operate water treatment systems.

Perform minor repair maintenance on pumps, valves, and electronic monitoring devices.

Independently collect samples and conduct and interpret laboratory results.

Operate a variety of equipment and changing technology related to water treatment in a safe and effective manner.

Troubleshoot and resolve maintenance issues associated with treatment and distribution equipment.

Interpret, apply, explain, and enforce District policies and procedures governing water treatment facilities.

Work after hours standby to respond to emergency situations at water treatment plants.

Operate a computerized water treatment plant SCADA system.

Train and provide technical supervision to lower certified operators.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible experience similar to Water Treatment Operator II with the Nevada Irrigation District.

NEVADA IRRIGATION DISTRICT

Water Treatment Operator I/II/III

Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health to obtain and retain a Water Treatment Operators Certificate, Grade 3 (T3).

License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Treatment Operators Certificate, Grade 3 (T3).

WORKING CONDITIONS

Environmental Conditions:

Work is normally performed in a temperature controlled room environment subject to typical plant operation noise. Some duties require field visits in an outdoor environment subject to outdoor conditions including extreme heat and cold and wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; explain jobs to others; handle conflict.