



OPERATIONS TECHNICIAN FOREMAN
Engineering-Operations Department

Range: 51 (Exempt)
Salary:

JOB DEFINITION: Under general supervision of the Water Operations Supervisor, performs a variety of tasks associated with the operation and maintenance of domestic production facilities, reclaimed water treatment and distribution facilities, wastewater lift stations, hydro electric plants, photovoltaic generating facilities, field SCADA (Supervisory Control and Data Acquisition) communications and security systems. Supervises Operations Technicians and coordinates System Operator duties; and performs related duties as assigned.

SUPERVISOR: Water Operations Supervisor

DISTINGUISHED FROM LOWER RANGE POSITION(S):

The Operations Technician Foreman is a supervisory position in the Operations Department. This is a single position classification distinguished by its responsibility for providing direct supervision to Operations Technicians. At the discretion of the General Manager, a second position may be added when there is a benefit to the Agency.

At this level, an employee will be required to perform the duties of all three Operations Technician levels and have extensive work experience and knowledge, as well as Grade T2 Water Treatment Certification and Grade D3 Distribution Certification. Placement within this position requires that the employee obtain their Grade D4 Distribution Certification from the State of California within **two years**, or they will be reclassified to a non-supervisory Operations Technician position within the department.

EXAMPLE OF DUTIES:

Duties assigned to the Foreman include the ability to perform all aspects of work as outlined for the Operations Technician I, II, and III. Monitors and evaluates performance of Operations Technicians and other assigned personnel; schedules, coordinates, supervises the work of assigned personnel; assists in departmental training and supervision of all Operations Technicians and implements Agency personnel rules and procedures, safety policies and procedures; assists with preparation of annual departmental budgets; prepares specifications for purchase of water, reclaimed water, wastewater, hydro electric, photovoltaic, and electrical/electronic equipment, devices and supplies; participates in the design, installation, testing, calibration, modification, maintenance, repair and servicing of water works equipment and industrial electrical, instrumentation, electronic control and related equipment, such as deep well pumps, booster stations, lift stations, above/below ground electrical distribution systems, motor controllers, transformers, exciters, switches, generators, chlorinator injector systems, vacuum regulators, chlorine gas detection systems, liquid chlorine pump systems, halogen automatic valve closing systems; chlorine feed lines, chlorine analyzer systems, and programmable logic controllers; involved in the purchase, upkeep and operation of Agency radio, SCADA (Supervisory Control and Data Acquisition) system, security systems and related operational systems; performs a variety of difficult and complex tasks related to the diagnoses, calibration, installation and troubleshooting of various telecommunication and SCADA (Supervisory Control and Data Acquisition) equipment, PLC's and related systems and facilities using sophisticated electronic test and measurement instrumentation; designs and maintains ladder logic, databases and graphics master files for wells, boosters, pumping plants, lift stations and generating facilities (including interface to central control); researches new and upgraded process and supervisory control and telecommunications methods and equipment; trained to, and assists with, dealing with chlorine leaks, changing of 1-ton and 150 lb chlorine containers; under supervision of Operations Supervisor, checks and maintains chlorine equipment and residuals within system and stream sources requiring chlorine, performs system chlorination as needed, collects system samples, well samples and chlorine residual

within system; inspects and evaluates work performed by Agency staff and contractors for compliance to standards and equipment, with subsequent problem identification and direction for remedial measures; plans and preparation for Agency jobs using blueprints, drawings and verbal instruction; plans the testing of electrical and electronic equipment and devices on a regularly scheduled basis; develops written procedures and equipment/facility operations manuals; analyze, diagnose and modify computer based hardware and software programs; other duties as assigned; may be required to work a schedule other than a standard five-day work week, and with respect to stand-by, is expected to be on 24-hour emergency call and respond within 30 minutes to DWA Operations Center when notified.

QUALIFICATIONS:

Schooling: High School Diploma or G.E.D.

Certification(s): Grade T2 Water Treatment and Grade D3 Water Distribution certification from the State of California. Must obtain Grade D4 Water Distribution certification from the State of California within 2 years of becoming Foreman. Successful passage of medical exam in conjunction with S.C.B.A.

Experience: At least six years of experience in journey-level water works or similar maintenance and repair; with at least two years experience as an Operations Technician III; or any combination of training and experience which would likely provide the required knowledge and abilities needed for this position

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Principles, techniques, tools, materials and equipment used in repairing and servicing vertical deep well pumps, reclamation pumps, booster pumps, industrial electrical, instrumentation, electronic control and related equipment; common malfunctions and trouble-shooting techniques used in the repair of related equipment; basic electrical and electronic theory; various electronic test equipment such as oscilloscopes, frequency counter, radio service monitor, vibration analyzers and volt/ohm meter; water distribution and treatment standards as established by the State of California; relevant safety precautions

Ability: Work independently under general supervision, as well as fill the capacity of supervisor; understand and carry out oral or written instructions; diagnose malfunctions and determine effective courses of action for correcting them; perform a variety of sophisticated electrical and electronic work; maintain detailed work records; and establish and maintain cooperative and professional relationships with fellow employees

PHYSICAL REQUIREMENTS:

Climbing: yes no **Frequency:** Continual Often Infrequently Never
Examples: Going up and down ladders, getting into large vehicles, climbing into/out vaults, etc.

Bending: yes no **Frequency:** Continual Often Infrequently Never
Examples: Performing repairs, facility installations, testing of machinery, etc.

Lifting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Lifting motors, vault lids, oil cans, etc.

Digging: yes no **Frequency:** Continual Often Infrequently Never

Examples:

Sedentary/sitting: yes no **Frequency:** Continual Often Infrequently Never

Examples: Driving or riding in vehicles, sitting at desk

Standing: yes no **Frequency:** Continual Often Infrequently Never

Examples: Standing on pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: yes no **Frequency:** Continual Often Infrequently Never

Examples: Operation of hand tools such as screwdriver, wrench, hammer, etc.

Respiratory (requiring use of respirator or face mask) yes no

Examples: When entering reservoirs, recycling facilities, sewer facilities, etc.

WORK ENVIRONMENT:

Generally, work is typically performed outdoors and will take place in all weather conditions, including extreme heat in excess of 110°; on occasions, work will be assigned within the Agency Operations Center or outlying Agency facilities.

I have reviewed this Job Description with my Supervisor and received a copy.

Employee Signature

Date

Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.