



CITY OF DAWSONVILLE

DISTRIBUTION AND COLLECTION LEAD OPERATOR

UT/3
Non-Exempt
505-Enterprise

JOB SUMMARY

Under general supervision of the Utilities Operations Manager, the Lead Operator leads, oversees and participates in the daily activities responsible for repairing and maintaining the water distribution and wastewater collection system; leads and performs a variety of technical tasks relative to assigned area of responsibility to ensure the protection of the public and to maintain a safe and reliable public water system. Our small utility environment requires a person willing and able to perform a variety of job tasks related to Water Distribution, Water Treatment, Wastewater Systems and the equipment and tools necessary to operate and maintain these systems.

MAJOR DUTIES

- Repair and maintain water distribution lines, wastewater collection lines, manholes, meters, valves, fire hydrants and related infrastructure
- Operate wastewater collection line cleaning and inspect equipment as required for preventative maintenance and emergency operations
- Install water and sewer service connections
- Identify system defects and structural failures
- Operate and maintain vehicles, machinery, equipment, tools and facilities
- Maintain utility easements and rights of way
- Work orders that may include a variety of circumstances
- Perform other related duties as assigned
- May require 24 hours on call assignment, overtime, or working nights, weekends, holidays, and rotating shifts

KNOWLEDGE REQUIRED BY THE POSITION

- High School Diploma or G.E.D.
- Three years' experience in water distribution or wastewater collection
- Knowledge of the materials, equipment and practices used in water distribution and wastewater collection system operation maintenance and construction
- Ability to read interpret blueprints, specifications and construction plans
- Knowledge of hazards and safety issues applicable to utility construction and maintenance
- Experience in the operation, maintenance and/or construction of water and wastewater utility systems
- Available for emergency response
- Ability to perform essential duties in an environment that entails a variety of weather conditions and extreme temperatures; frequent standing, walking, bending, stooping, climbing, pushing/pulling and exposure to potentially hazardous chemicals in a potentially hazardous work area and environmental conditions

SUPERVISORY CONTROLS

The Distribution and Collection Lead Operator assigns work in terms of general instructions. Review of work through performance evaluations, reports, and observation of department activities. Completed work spot-checked for compliance with procedures, accuracy, and the nature and propriety of the results.

GUIDELINES

Guidelines include the City Charter, Code of Ordinances, policies and procedures, state, and federal law, EPD guidelines, Corps of Engineers standards, and Federal Emergency Management Agency guidelines. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of, but is not limited to, implementing all facets of operation of the water and wastewater treatment system and facilities.
- The purpose of this position is to maintain the integrity and the efficiency of the water and wastewater treatment system. Success in this position contributes to the effectiveness and quality of the city water supply.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Must be able to lift 50 pounds.
- Climb ladders and work in elevations of 50 feet.
- Work under adverse weather conditions.
- Work in high noise environments.
- Work in areas where chemicals are used in process.
- Work near moving mechanical parts.
- Materials and equipment used:

Pickup Truck	Lug Wrench	Various Hand Tools	Gauges
Pull Rod	Two Way Radio	Power Tools	Excavator
Loaders	Testing Meters	Mowing Machines	Data Loggers
Compressor	pH Meters	Fluoride Meter	Color Comparator
Feeders	Chlorinators	Stop-Watch	Lab Equipment
Chlorine Detectors	Calculator	Computer	SCADA System

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over the Distribution/Collections Operator I and the Distribution/Collections Operator(s)

MINIMUM QUALIFICATIONS

- High School Diploma or GED.
- Three years' experience in water distribution or wastewater collection
- Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

LICENSES AND CERTIFICATIONS

- Valid Class A Commercial Driver's License and a satisfactory Motor Vehicle Record (MVR)
- Water Distribution License or the ability to obtain license in a timely manner
- Wastewater Collection License or the ability to obtain license in a timely manner
- Due to the safety-sensitive nature of this position, incumbents will be subject to random drug testing.

SALARY RANGE

\$21 - \$32 hourly, based on level of qualifications and experience.