



CITY OF TULELAKE
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JOB DESCRIPTION

Job Title: Public Works Director/Plant Operator II

Pay Class: Exempt

Department Division: Public Works

Probation Period: 6 Months

Summary Description

Performs management for the various departments within Public Works and skilled technical duties in the operation and maintenance of the City's water or wastewater treatment plant; performs adjustments and repairs to plant equipment; collects and documents samples for laboratory testing; supervises and trains assigned staff and performs a variety of related duties as assigned.

Essential Duties and Functions

Receive administrative direction from City Management and Public Works Department Commissioners. Plan, direct, and review activities of the Public Works Department, including engineering, water/wastewater, construction inspectors, traffic operations and street maintenance, parks maintenance and garbage service; coordinate assigned activities with other City departments and outside agencies; and provide highly responsible and complex administrative support to the City Hall staff.

Responsible for planning, organizing, directing and coordinating the activities of the several divisions comprising the Public Works Department. The Public Works Director/Plant Operator II is responsible for determining major departmental policies, for planning long-term programs and for making difficult technical decisions.

Develop, plan and implement long and short term departmental goals and objectives; recommend and administer policies and procedures. Be responsible for managing and implementing State Transportation Improvement Project (STIP) and Transportation Development Act (TDA) allocated money to the City. Oversee all project activity, including the necessary reporting and monitoring required by the appropriate authorities. Be responsible for planning, directing and reporting on all grants related to the Public Works departments.

Supervise and participate in the development and implementation of Public Works projects, including preparing and monitoring project budgets and completion deadlines, staffing, and other project management issues.

Formulate long-range plans for engineering, water/wastewater, construction inspection, street maintenance, traffic operations, parks maintenance and garbage service. Confer with and advise administrative staff on problems related to the maintenance and operations of Public Works infrastructure and related systems and the interpretation and related enforcement of rules and regulations.

Perform assigned treatment plant rounds; inspect, monitor, troubleshoot, performance test and document plant processes, by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, SCADA systems and other instrumentation.

Operate and adjust treatment plant pumps, motors, feeders and other equipment to maintain appropriate plant operations. Maintain, compile and update plant operations logs and reports; perform and record mathematical calculations related to plant operational activities. Mix and add treatment chemicals; install and replace chlorine cylinder tanks; ensure adequate chemical application according to regulations and guidelines. Collect and document liquid and solid samples and perform a variety of routine water quality laboratory tests; work closely with the

laboratory on testing processes; monitor laboratory results; collect water samples as required by the California Department of Public Health.

Install, maintain, repair, modify, troubleshoot and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks, reservoirs, feeders, and online analyzers; change lubrications. Oversee general plant facility maintenance such as cleaning, painting and repairing plant facilities and various grounds maintenance duties as required.

Operate a variety of heavy equipment including backhoes, loaders, forklifts, dump trucks, flush trailer; assist in unloading chemicals as necessary. Coordinate construction, maintenance, material selection and repair activities with maintenance, laboratory, contractors, vendors and other staff. Oversee a variety of special projects such as construction of piping, electrical and structural systems related to assigned work area.

Participate in the development of goals and procedures for water or wastewater treatment activities; gather and analyze data; develop a variety of reports. Establish schedules and methods for providing maintenance and repair services; identify resource needs; review needs with appropriate supervisory and/or management staff and allocate resources accordingly.

Determine need for new equipment and facilities and major repair and rebuilding projects. Coordinate Public Works activities with other City departments and with outside agencies. Purchase assigned equipment and supplies for the Public Works departments utilizing the City's purchase order system. Prepare budget estimates for the department divisions.

Provide supervision and training to assigned personnel; assign tasks and projects to Public Works staff; train staff in appropriate treatment methods and techniques; schedule staff to ensure proper plant coverage; audit and approve timesheet information for assigned employees. Select, train, motivate, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Serve as a technical advisor to the Public Works Department Commissioners and City Council on Public Works matters; conduct special studies and assignments; develop comprehensive recommendations for management use.

Respond to and resolve the most difficult citizen inquiries and complaints. Meet the public in small and large groups to discuss City Public Works policies, practices and problems. Using excellent customer service skills, establishes and maintains effective working relationships with other employees, officials and all members of the general public. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Adhere to federal, state, local, City and other applicable environmental and safety statutes, ordinances and codes along with federal (OSHA) and state regulations and City policies regarding safety training and safe work practices.

Attends and participates in professional group meetings or professional development workshops and conferences to keep abreast of trends and developments in the respective fields of responsibility; stays abreast of new trends and innovations in the field of human resource management. Participates in hearing, review and approval processes. May serve on various committees, as required and assigned. Provide staff support to various boards and commissions as needed and assigned.

Attendance at work is an essential function of this position.

Education and Experience

Bachelor's degree in public administration, business management, engineering, or related field, and substantial high level professional experience in public works, utilities, engineering, and specialized training in water or wastewater treatment plant operations or any combination of experience, education or training that demonstrates the applicant has the leadership competencies necessary to fulfill the job requirements.

Licenses and Certificates

Water: Possession of D-II Water Treatment Plant Operator certificate issued by the State of California Department of Public Health.

Wastewater: Possession of a Grade II Wastewater Treatment Plant Operator certificate issued by the California State Water Resources Control Board.

Vehicle Operation: Require a Class B California driver's license and airbrakes endorsement within 6 months of employment.

Safety: Possession of, or ability to obtain, and appropriate, valid CPR certificate and SBCA certificate.

Qualifications

This position is subject to the City's Drug and Alcohol Free Workplace Program. This includes: pre-employment testing, post-accident testing, reasonable suspicion testing, return-to-duty testing, follow-up testing and random testing.

Valid driver's license with acceptable driving record for the past three years.

Extensive background check required upon conditional offer of employment.

Knowledge of:

- Principles and practices of water or wastewater treatment plant operations.
- Operating principles of plant equipment such as valves, pumps and motors.
- Methods and techniques of maintaining, repairing and troubleshooting water or wastewater plant equipment and processes.
- Standard principles of the natural sciences including chemistry and biology.
- Basic mathematical principles.
- Laboratory analysis techniques and health standards for water and wastewater.
- Operational and safety regulations pertaining to water or wastewater treatment plant operations and vehicle and equipment usage.
- Water or wastewater treatment chemicals used within the plant and their safe use and application.
- Sampling methods and techniques.
- Principles of management, lead supervision and training.
- Principles and practices of timekeeping including proper time codes.
- Office procedures, methods and equipment including computers and applicable software applications, such as Microsoft Word and Excel.
- Occupational hazards and standard safety practices and procedures.
- Pertinent federal, state and local laws and regulations pertaining to water and wastewater treatment.

Abilities

- Effectively organize and direct personnel to affect maximum efficiency, communication and coordination within the department.
- Select, direct, and evaluate other personnel of a high technical administrative level.
- Deal effectively and cooperatively with councils, commissions, boards, other departments and agencies, and the general public.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Operate a motor vehicle to assist in carrying out the business of the department and the City.
- Operate and monitor water or wastewater treatment plant equipment.
- Read, interpret and calibrate gauges and other recording devices related to water or wastewater treatment plant operations.
- Take liquid and solid samples and perform routine laboratory tests.
- Diagnose operating problems and take effective courses of action.
- Make independent technical decisions to maintain proper treatment process.
- Maintain pertinent records and compile data into written reports.
- Perform routine to difficult maintenance, repairs and installations to plant equipment such as pumps, valves, and electronic monitoring devices.
- Read interpret and understand technical manuals, drawings, blueprints, schematics and diagrams.
- Schedule maintenance and repair of water or wastewater treatment plants.
- Prepare and submit clear, concise and accurate reports both orally and in writing.
- Logically solve problems.
- Perform heavy manual labor.
- Use and operate self-contained breathing apparatus equipment.
- Participate in and complete safety training courses including CPR and Self-Contained Breathing Apparatus (SCBA) training.
- Operate office equipment including computers and supporting software applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment: Treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, toxic materials, hazardous chemicals and all types of weather and temperature conditions; work in or with water and/or wastewater in confined spaces; work and /or walk on various types of surfaces including slippery or uneven surfaces.

Physical: Sufficient physical ability to perform moderate to heavy lifting up to 50 lbs; standing and walking for prolonged periods of time; climbing, balancing, stooping, kneeling, crouching and operating motorized equipment. Use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing: Hear in the normal audio range with or without correction.