FLSA: Non-Exempt*

Public Works Senior Operator

SUMMARY

Under general supervision, performs the most complex and specialized duties associated with the construction, maintenance, repair, and operation of Town public works infrastructure, including streets, traffic control devices and structures, storm drainage systems, and sanitary sewer systems. Provides technical and functional direction to assigned staff; coordinates and participates in daily field activities; operates specialized vehicles and equipment; assists with troubleshooting and resolving complex operational and maintenance issues; ensures work is performed safely and in accordance with established standards and procedures; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory/management staff. Exercises technical and functional direction over and provides training to assigned staff.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities* ***may*** *include, but are not limited to, the following:*

- Performs all duties of the Public Works Operator I and II.
- Provides technical and functional direction to assigned Public Works staff; reviews and controls quality of work; assists in completing employee evaluations; participates in performing routine maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with a supervisor; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established priorities and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Assists in developing work plans, procedures, and schedules.
- Orders supplies and equipment for work projects; maintains records of purchase orders; may assist in developing budget figures for division.
- Performs the most complex maintenance, repair, and installation work in the Town infrastructure, systems, and facilities to which assigned, including streets, traffic controls and structures, recycled water systems, storm and sanitary sewer systems.
- Observes safe work methods and makes appropriate use of related safety equipment as required; trains other staff in safety rules and procedures; schedules and conduct safety meetings with staff.
- Responds to complaints and answers questions from public or escalates to supervisor, as necessary.
- Performs emergency repairs as necessary.

- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- May act as supervisor in their absence.
- Performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey-level in the Public Works Operator series that performs the most complex duties required to ensure that Town infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Public Works Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in Public Works operations.

MINIMUM QUALIFICATIONS

Education, Training, and Experience Guidelines

An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and four (4) years of experience in construction, maintenance, or repair of streets and traffic, underground utilities, recycled water systems, general construction, landscapes, or solid waste and illegal dump site abatement, OR two (2) years of experience equivalent to Maintenance Worker II or Public Works Operator II at the Town of Apple Valley.

LICENSE AND CERTIFICATION REQUIREMENTS

- Valid California class C driver's license with satisfactory driving record and automobile insurance and required to obtain a valid California Class B driver's license within twelve months of hire with the Town.

- Must be certified as an International Municipal Signal Association (IMSA) Temporary Traffic Control Technician and California Water Environment Association (CWEA) Grade 1 Wastewater Collections Operator and required to obtain CWEA Grade 2 Collections Operator certification within twelve months of hire with the Town OR ability to achieve all three certifications within twelve months of hire with the Town.

Knowledge of:

- Basic principles of supervision and training.
- Maintenance principles, practices, tools, and materials for maintaining and repairing assigned Town infrastructure, systems, and facilities, including streets, traffic controls and structures, recycled water distribution systems, storm and sanitary sewer systems.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Traffic control procedures and traffic sign regulations.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.
- Practices, methods and techniques for operating pumps, valves, electric motors and engines.
- Methods and practices in the installation, maintenance and repair of recycled water distribution

systems, pipelines and appurtenances, and ancillary machinery and equipment of similar complexity.
- Local, state, and federal laws and regulations regarding recycled water distribution and use.
- Principles, methods, practices and techniques utilized in chemical, and biological sampling and analyses.

Ability to:
- Plan, schedule, assign, and oversee activities of Public Works operations personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective plans of action to complete assigned work.
- Oversee and participate in Public Works maintenance and related projects.
- Perform construction, modification, maintenance, and repair work on streets, recycled water distribution system, wastewater collection systems, facilities, and equipment, landscapes, irrigation and plumbing system within the Town.
- Operate specialized street maintenance and repair equipment and wastewater cleaning equipment.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Locate underground utilities by use of blueprints and electronic locating equipment in accordance with Underground Service Alert (USA) rules and regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.
- Monitor and maintain recycled water system processes and distribution system at optimal and cost- effective levels; troubleshoot system and equipment anomalies, malfunctions and failures, evaluate alternatives and adopt effective courses of action quickly and effectively.
- Accurately read valve books, pump curves, engineering as built and schematic drawings.
- Make mathematical calculations related to water flow and distribution needs.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the

telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

May participate in after-hours emergency response, on-call and callback assignments.

**FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*