



Howell Mountain Mutual Water Company

Water System Operator

The Howell Mountain Mutual Water Company has been providing drinking water to parts of the Angwin and Deer Park communities for over 50 years. We have 400 connections and obtain our water from 8 private lakes and 2 wells owned by the company. Currently we have two full-time Operators and a General Manager who is responsible for all operations and a part-time Office Manager who is responsible for day to day business activities.

Water System Operator Job Description

The Water System Operator is a lead position that provides support to the General Manager (Chief Operator) in all aspects of Treatment, Distribution, Customer Service, managing a watershed and maintaining all equipment and facilities. The supply of water is a 24/7 operation and the Operator-in-Training will be expected to respond or be scheduled to work weekends and emergencies at any time, 7 days a week.

Qualifications:

The System Operator must retain a minimum of T2 and D2 licenses with the State Water Resources Control Board. The company will encourage, train and support the incumbent to achieve T3 licenses.

Sound judgement and a solid understanding of the Treatment process are required.

A clean California driving record is also required at all times.

Experience:

The candidate must have minimum experience with HMMWC of 1.5 years of full time employment as an OIT.

The position also involves extensive customer relations so a professional customer service personality and appearance are required.

Duties:

Although the System Operator works under the direction of the General Manager, he/she will be expected to **operate by themselves under his/her own initiative in many situations.**

The System Operator will train new OIT in all aspects of Treatment, Distribution and Watershed etc. Also, oversee any safety training or concerns with the OIT.

Assist the General Manager in treating and testing the water supply. With a T2/D2 license the System Operator will be responsible for Treatment Plant and Distributions Operations to ensure the safe operation of the plant and the supply of water fully compliant with State regulations.

Assist in the maintenance and repair of all plant equipment and vehicles.

Assist in the maintenance and repair of HMMWC property, dams and watershed.

Assist in evaluations of OIT.

Assist in the maintenance of our distribution system, including new connections, pipeline repairs, leak detection, meter maintenance, installation of new water meters and customer service.

Customer Service duties include reading water meters, hanging door tags, collection of revenue, installation and removal of water meters, handling water complaints, investigation of high water usage and any other related duties.

The duties listed above are some examples of normal operations in a water treatment facility, other jobs and assignments may arise that are not listed but will be required of this position and will be part of the job duties.

Work Week, etc.:

The job might be a modified 9/80, 4 –hours or 8-hour 5-days a week schedule. This allows flexibility to address Treatment Plant operating conditions and to accommodate emergencies and special situations.

When qualified and acting for the General Manager, the System Operator will be expected to work on weekends or holidays to perform his/her duties.

The pay will be competitive and dependent upon qualifications and experience. It will be adjusted on the attainment of the required licenses, work performance and past history as an OIT.

Benefits include reimbursement of medical insurance premiums (up to an agreed maximum) and a company sponsor 401(k). The company will also reimburse for the successful completion of classes and examinations necessary to obtain or maintain required licenses.

The job does require extensive physical work and is a very responsible position in terms of providing our customers with a safe and reliable water supply. As such the candidate will be required to pass a physical examination, drug test and a background check prior to commencing work.

This job requires prompt response to emergency situations so the successful candidate should reside not more than 45 minutes driving time from the treatment plant.

Physical Demands:

The physical demands described here 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.

While performing the duties of this job the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop or kneel, crouch or crawl. The employee is occasionally required to smell or taste. The employee must regularly lift and or move up to 20 pounds and occasionally lift and or move up to 60 pounds. Additional moving of heavier items with two or more people is also required. Specific vision abilities required by this job include close vision, color vision, peripheral vision and depth perception.

Communications:

As part of the position, a cell phone and iPad or similar computing device will be provided. The communications devices are tools of the job and will be needed for day to day operations and emergency communications.

If electronic communications are not available due to unforeseen circumstances the operator will need to contact the General Manager for instruction.