



## Howell Mountain Mutual Water Company

### **Operator in Training**

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.

#### **OIT Job Description**

The Operator-in-Training provides support to the General Manager (Chief Operator) in all aspects of Treatment, Distribution, Water Quality, 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;**

Ideally the Operator-in-Training will already have State Water Resources Control Board T2 and D1 licenses. The company will encourage, train and support the incumbent to achieve T3 and D2 licenses. Candidate may have a T1 license with a variance from SWRCB to obtain a T2 within one year.

A completion of a water technologies program is encouraged. An AA/AS degree in related fields or completion of water courses is desirable.

If the candidate does not have these licenses but does have the required High School graduation certificate, a practical aptitude test and a willingness to study for and pass the required examinations will be considered. The position does require that the candidate must achieve a T2 and D1 license within 1 years of hiring, so that he/she can officially cover for the General Manager in his absence.

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

#### **Experience;**

Ideally the candidate will have experience in a water supply company but similar experience in plumbing or facilities maintenance roles may be considered. A practical aptitude test in electrical and water math will be given.

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

**Duties;**

Although the Operator-in-Training 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.

Assist the General Manager in treating and testing the water supply. With a T2/D1 license the Operator-in-Training 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 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.

In the absence of the General Manager the OIT will be under the direction of the Water System Operator.

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 Schedule;**

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 Operator-in-Training 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 if not already held.

Benefits include reimbursement of medical insurance premiums (up to an agreed maximum) and a company sponsor 401(k). HMMWC 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, after hour's communications and emergency communications.

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

**Probation;**

The OIT position is on a 12-month probation period. New OIT will be given a review at 6-months.