

LEAD CANAL OPERATOR

Definition:

Under general supervision performs a variety of duties and related work involved in the operation and maintenance of canals; supervises and directs canal operations when required.

Distinguishing Characteristics:

This is a single position, FLSA non-exempt lead worker position and is distinguished from the Canal Operator series by the responsibility to schedule, assign, review, and coordinate work, authorize overtime, and approve time sheets. This class will also train other employees and perform many of the same duties as the Canal Operators. This job requires daily walking on uneven terrain and operation of a motor vehicle both on and off paved roadways. It requires frequent bending, stooping, kneeling and lifting (up to 50 pounds). Work is predominantly outside in all types of weather with exposure to heat, cold, and wet conditions. Must traverse irregular and steep terrain on a regular basis and be aware of the sights and sounds that could indicate potential danger. Must be able to take measurements of water flow, orifice sizes and water depth.

Examples of Duties:

- regulate water in canals and through spills;
- check and cleans trash racks and meters;
- check and regulate head gates and service connections;
- install and remove check boards;
- change orifices, slide plates, jumbo plates or other water flow regulating devices;
- patrol and clean canals;
- lock/unlock service connections;
- complete resale sheets, spill records and daily reports;
- notify customers of outages or situations;
- respond to and resolve customer complaints and inquiries;
- meet with and orient new customers;
- provide supervision to operators in the absence of the supervisor or at supervisor's direction, including receiving assignments, scheduling, supervising and directing Canal Operators;
- coordinate canal operations with other organizational units within the Agency and outside entities;
- lead and direct the canal cleaning crews;
- train others and substitute in various canal areas as necessary;
- may assist in the evaluation of the performance of other Canal Operators;

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- authorize overtime and sign time sheets in the absence of the Canal Operations Supervisor;
- assist in preparation of the budget;
- work with other departments to solve canal concerns including easements and right-of-way issues;
- use personal computer to prepare schedules and various reports;
- utilize raw water SCADA system to optimize flow rates and trend data;
- assist other canal operators with more complicated operational situations;
- attend meetings when necessary;
- answer trouble calls and complaints on a stand-by basis after normal working hours;
- perform related duties as assigned.

Qualifications:

Knowledge of:

- standard practices and procedures for operation and maintenance of canals, spills and other raw water appurtenances and SCADA system, easements and right-of-way-issues;
- safety regulations and safe work practices;
- principles of lead supervision and training;
- basic mathematics and personal computer use;
- understand the coordination of water deliveries from PG&E and the relationships of water deliveries throughout the PCWA canal system.

Ability to:

- work with customers courteously and effectively;
- write clear and concise reports;
- read and understand plans, maps, and sketches related to canal locations and stationing;
- follow oral and written directions;
- work responsibly without supervision;
- lead, train, and evaluate employees;
- establish and maintain effective working relationships with those contacted in the course of work;

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- recommend appropriate responses to operational situations and employee behavior;
- follow safety practices and operate motor vehicle safely.

Education/Experience:

Sufficient education, training and experience to demonstrate the knowledge, skills, and abilities listed above. These would normally be acquired by completion of high school and at least four years experience as a Canal Operator II or the equivalent, at least two of which must have been working with the PCWA raw water distribution system.

License/Certificates:

Must possess and maintain a valid California driver's license with an acceptable driving record. A Grade 1 Water Treatment and/or Water Distribution certificate is required.