



**APPROVED BY: THE CHIEF
OPERATING OFFICER**

EFFECTIVE: April 2020

OPERATIONS LIAISON

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To serve as a subject matter expert on water treatment technology, process and equipment; provide input and coordination in all design phases of plant operation projects; provide responsible assistance to assigned unit manager and perform a variety of tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

The Operations Liaison is a specialist class in the liaison series, performing work at the advanced journey-level. The class is distinguished from the class of Maintenance Liaison in that the latter serves as a subject matter expert on the maintenance of equipment used in water treatment and distributions systems.

SUPERVISION RECEIVED AND EXERCISED

Works under direction. Employees within this class receive general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the incumbent.

TYPICAL DUTIES

The duties specified below are representative of the nature and level of duties assigned to this class and are not intended to be an inclusive list. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position. Management reserves the right to add, modify, change, or rescind the work assignments of different positions

1. Provide timely review and comments on submittals and request for information (RFI) relevant to operations; such as, but not limited to, construction scheduling, training, plant/process outage and tie-in planning.

2. Assign and coordinate review of relevant documents by operations staff.
3. Lead or coordinate the creation of shutdown/startup plans and standard operating procedures (SOPs) for a planned construction tie in and/or commissioning of a treatment plant equipment or process.
4. Participate and assist with the creation and review of process and/or equipment start up and commissioning acceptance criteria and procedures such as checklists, test plans and templates.
5. May perform journey and/or advanced journey-level work, as necessary, in a class in the Water Plant Operator series.
6. Attend project related meetings with relevant project teams for the purpose of understanding and coordinating project related work with operations and other stakeholders.
7. Troubleshoot operations-related construction challenges, provide solutions and recommendations to resolve the identified operations /treatment process related challenges.
8. Provide operations and water treatment related input and recommendations during all phases of a project (planning, design, construction, start up and commissioning).
9. Communicate and coordinate with all stakeholders (management, operations, project manager, construction manager, contractor, etc.) regarding active or planned construction activities to minimize and/or prevent impact to plant operations.
10. Maintain effective relationships with managers, peers, O&M staff, capital staff, other Valley Water units, construction management team and contractor.
11. Prepare and publish training documents and standard operating procedures (SOPs) for the purpose of training operations staff on new treatment processes and equipment.
12. Work with engineering staff and external entities on operations related construction and maintenance activities; coordinate work activities; ensure work quality conforms to industry and Valley Water standards.
13. Recommend and assist in the implementation of goals and objectives for ensuring staffing and equipment requirements for planned water treatment, storage and distribution processes.
14. Serve on a variety of committees and projects related to water treatment process compliance and process improvement; provide input on ways to improve treatment processes for ensuring water quality and compliance with regulatory requirements.

15. Attend and participate in related professional associations; stay abreast of new trends and innovations in the field of water treatment processes, standards, rules, and regulations.
16. Employees have a responsibility for safety, for following safety regulations and safety policies and procedures applicable to their work.
17. Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisors or by law.
18. Perform related duties and responsibilities as required.

QUALIFICATIONS

The level and scope of the knowledge, skills and abilities listed in this section are related to the job duties as defined under Distinguishing Characteristics.

Some Knowledge of:

Principles and practices of construction project; work planning and scheduling; review and evaluation of construction drawings, technical documents, submittals and RFIs.

Mechanical, electrical, and hydraulic principles.

Plant construction processes and equipment maintenance programs.
Principles and practices of record keeping and reporting.

Common desktop applications and software as well as specialized software related to assigned work area.

Working Knowledge of:

Principles and practices of equipment troubleshooting.

Principles and practices of project management; work planning and scheduling; review and evaluation of construction drawings, technical documents, submittals and RFIs.

Math necessary to use formulas to calculate rates, ratios, pressure, dosages, concentrations, volumes, and dilution factors to be able to pass California licensing requirements to operate a water treatment plant.

Principles and practices of budget development, administration, and accountability and contract administration.

Thorough Knowledge of:

Current and pending water treatment standards, regulations, and laws.

State and federal regulations pertaining to the operation of a T-5 rated water treatment plant, including reporting procedures and requirements.

Principles, practices, equipment, materials, and tools used in the operation of a treated water and recycled water facilities and equipment.

Principles and practices of water treatment process engineering.

Operational characteristics of mechanical equipment and chemical feed systems for water treatment plants.

Operational characteristics and preventive maintenance of piping systems, including pipes, valves, and related appurtenances.

Occupational health and safety programs.

Water quality assurance and laboratory procedures.

Ability to:

Read and interpret construction and equipment plans, drawings, sketches, and specifications.

Plan, organize, assign, review, and evaluate construction project related documents; train others in work procedures.

Organize and prioritize a variety of projects and multiple tasks in a timely manner.

Coordinate plant construction and equipment maintenance programs.

Develop and coordinate occupational health and safety programs.

Interpret and apply Valley Water policies and procedures.

Identify problems, research, and analyze relevant information, develop and present recommendations and justification for solution.

Maintain a variety of records and logs.

Communicate clearly and concisely, both verbally and in writing.

Make sound, independent decisions within established policy and procedural guidelines.

Establish and maintain effective working relationships with all contacted in the course of work.

Training and Experience Guidelines

The following combination represents the minimum training and experience requirements for this classification:

Training

Equivalent to the completion of the twelfth grade supplemented by six (6) quarter units in chemistry and six (6) quarter units in math from an accredited college.

Experience

Six (6) years of water treatment plant operations and maintenance experience at a T-4 or higher plant.

License or Certificate

Possession of, or ability to obtain, an appropriate, valid California driver's license.

Grade IV Water Treatment Plant Operator (T4) certificate issued by the California State Water Resources Control Board, Division of Drinking Water.

WORKING CONDITIONS

Environmental Conditions

Office and field environment; some positions require frequent field visits or occasional field assignments; travel from site to site; work closely with others or alone; exposure to electrical and radiant energy; irregular work hours including overtime, on-call and possible rotating shifts; some positions may involve exposure to inclement weather; heat, cold, dampness, chilling and dry atmospheric conditions; uneven terrain; slippery surfaces; work in confined spaces; work at elevated heights, work with machinery; work around moving vehicles and around high traffic; exposure to biohazards; dirt, dust, fumes, vapors, smoke, gases, noise, poison oak, chemicals, biological and chemical contaminants, wildlife, and other conditions associated with construction sites, water treatment plants and urban and remote field conditions.

Physical Conditions

Essential and other important functions may require maintaining physical condition necessary for walking, standing or sitting for extended periods of time; audiovisual acuity;

manual dexterity; moderate lifting; operating motorized equipment and vehicles, walking on uneven surfaces including hard terrains, uneven slopes, and inclined surfaces; stooping, pushing, pulling, squatting, crawling, twisting, kneeling, climbing, and bending at neck and waist; simple grasping; fine manipulation; power grasping; work above and below shoulder and in awkward positions.

CLASS LEGEND

Established Date: 4/2020
Employee Groups: EA
Revisions Dates: N/A
FLSA Status: Non-exempt

	<u>Current</u>	<u>Previous</u>
Class Code:		
Series Code:		
Family Code:		
Previous Titles:		
Analyst:		