


<b>Franklin, Virginia</b>	
<b>Title: Lead Operator</b>	
<b>Status: Non-Exempt</b>	

**Summary Objective**

The purpose of this job is to supervise and participate in the operation and maintenance of City’s utility distribution system.


This position works under general supervision, independently developing work methods and sequences.

**Essential Functions**

**The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Supervises and participates in the operation of water distribution facilities, including water pumps, elevated storage tanks, controls, and chemical feed pumps.
- Supervises and participates the collection of water samples to ensure compliance with State and Federal standards.
- Supervises and participates in the operation of sewage pumping stations.
- Performs routine maintenance of the City’s water distribution system, including water line flushing, fire hydrant and valve operation and maintenance, pressure reducing valves, and booster pumps.
- Supervises the sewer grease trap inspection program, the cross-connection and backflow prevention plan, and the reading of all City water meters.
- Prepares, maintains, and submits reports of water withdrawals, chemical dosages, and daily operations as needed.
- Prepares reports of sanitary sewer spills as required.
- Completes and reviews records and work orders for quality assurance.
- Submits long-range objectives for utility system needs and upgrades.
- Supervises and participates in the locating of water and sewer utilities.
- Assists with stock room operations and repair crews as needed.
- Performs duties of the Utility Superintendent in his or her absence.
- Reviews public and private plan submittals for compliance.
- Responds to customer complaints.
- Supervises and assists with confined space entries.

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- Trains, schedules, directs, assigns, supervises, and disciplines personnel.
- Responds to after hour emergencies.
- Required to work a rotating on-call schedule.
- Performs other related duties as assigned.

**Minimum Education and Experience Requirements:**

- High School graduation or GED equivalent.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.

**Physical Demands:**

*Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.*

- Performs light to medium work that involves walking or standing virtually all of the time and also involves exerting between 20 and 50 pounds of force on a regular and recurring basis or considerable skill, adeptness and speed in the use of the fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

**Unavoidable Hazards (Work Environment):**


*Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.*

- This work is typically performed in an office, warehouse, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, infectious diseases, hazardous chemicals, and occasional cold or inclement weather.
- This positions requires the use of protective devices such as masks, goggles, and gloves.

**Special Certifications and Licenses:**

- Must possess and maintain a valid state commercial driver's license with an acceptable driving history.
- Must possess or readily obtain an appropriate state-certified license for water or wastewater treatment or distribution as appropriate.

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**Americans with Disabilities Act Compliance**

The City of Franklin is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

**Standard Clauses**

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Essential Safety Functions**

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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