SENIOR OPERATOR
Bargaining Unit Position

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.

DESCRIPTION:
Under direction of the Operations Manager, supervises one or more individuals and participates in the operation of all power plant generation and transmission and water control equipment associated with the operation, maintenance and repair of water supply, flood control, hydroelectric and recreation facilities and their various related components of the Yuba Water Agency facilities.

DISTINGUISHING CHARACTERISTICS:
The Senior Operator is a supervisory level position that performs full, first-line supervisory responsibilities, including planning, assigning, and evaluating the work of subordinates and overseeing a program area within a work unit or department. The Senior Operator must perform his/her duties in a manner that reflects positively on the Yuba Water Agency, supports a strong safety culture, and meets the missions of the agency of flood control, water supply, fishery enhancement, recreation, and hydroelectric generation.

EXAMPLES OF ESSENTIAL DUTIES:
his class description lists the major duties and requirements of the job and is not all-inclusive. Not all duties are necessarily performed by each incumbent. Incumbents may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills to perform other duties as assigned.

- Plans jobs, makes assignments, and arranges for necessary tools, equipment, supplies and support services.
- Furnishes necessary instructions and assistance for the successful and timely completion of job.
- Responsible for accomplishing all aspects of the assigned work in conformance with personnel and equipment safety standards.
- Trains personnel assigned under employee’s supervision.
- Prepares work and maintenance.
- Prepares reports and keeps records.
- Participates in the preparation of budgets; prepares cost estimates, assists other trades.
- Completes other related work as assigned.
- Keeps Operations Manager informed of the status of personnel, work plans, and work in progress in a timely manner.
- Responsible for preparation and implementation of clearance orders.
- Manages lock-out-tag-out procedures.
- Supports proper water regulation and flow changes; prepares switching orders.
- Maintains diagrams, including generation and outage records.
- Takes dam deflection and seepage readings.
- Replaces the operators on a relief and fill-in basis.
- Monitors instream flow to meet flow requirements and may be required to make emergency flood control adjustments.
- Performs and/or participates in Job Hazard Analysis (JHA) reviews for work performed by or supported by Operations.
- Fully supports NERC/WECC compliance measures by following procedures and submitting records timely.
- Provides leadership and training to Operators.
- May be required to work shifts to support 24/7 operation.
- Interacts with Real Time Desk, as necessary, to support flood protection, water delivery, compliance and market objectives of the agency.
- Builds and maintains positive working relationships with co-workers, other agency employees and the public using principles of good customer service.
• Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
• Performs related duties as required.

**KNOWLEDGE OF:**

• Specific functions, terminology and concepts related to the functional area to which assigned.
• Applicable laws, codes, and regulations.
• Business arithmetic.
• Record keeping principles and practices.
• The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar; principles and practices of business correspondence and technical report preparation.
• Principles and processes for providing internal and external customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
• Updating project and online schedules.
• Prioritizing work to ensure milestone and due date commitments are accomplished.
• Problem resolution and decision making, showing initiative and good judgment in resolving issues.
• Office procedures, methods and equipment including computers and supporting word processing, and spreadsheet applications.

**SKILLED IN:**

• Maintaining sensitive and confidential information in the course of supporting agency business.
• Supervision of others.
• Time management, highly organized, detailed and self-motivated.
• Maintaining accurate records and files.
• Drafting professional correspondence and letters, independently or from brief instructions.
• Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimum direction.
• Resolving problems and situations in the workplace.
• Handling multiple projects simultaneously and prioritizing work effectively.

**ABILITY TO:**

• Work as a team member within the Yuba Water Agency.
• Work calmly under high pressure and demanding conditions.
• Multitask and prioritize based on agency’s needs to meet and exceed critical project deadlines and requirements.
• Identify deficiencies and suggest and implement improvements.
• Prepare clear and concise administrative reports when required.
• Follow department policies and procedures.
• Coordinate activities with internal and external departments.
• Identify problems, alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
• Communicate clearly and concisely, both orally and in writing.
• Establish and maintain effective working relationships with those contacted in the course of work.
• Use tact, discretion and prudence in dealing with those contacted in the course of the work.
PHYSICAL DEMANDS AND WORKING ENVIRONMENT:
The conditions herein 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 job functions.

**Environment:** Work is performed in both inside and field settings, with some travel from site to site, with all types of weather and temperature conditions; exposure to noise, dirt, dust, traffic, electrical energy, and high voltage; may work irregular hours; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; frequent opportunity and requirements to interact with the general public and property owners, contractors, suppliers and state, federal, county and other public agencies.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight, up to but not limited to 50 pounds, in accordance with safe working practices; if lifting more than 50 pounds use two or more people to lift load; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicles, and to verbally communicate to exchange information. Must be able to climb ladders, climb multiple flights of stairs; have dexterity to climb in and out of, and ability to work in close quarters. Requires the use of safety hats, belts, harnesses, face guards, safety glasses and goggles, safety shoes, protective clothing including Arc Flash/FR clothing, ear protection and other safety equipment, where necessary.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

MINIMUM QUALIFICATIONS:
The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, the agency reserves the right to select applicants for further consideration who demonstrate the best qualifications and match for the job. Meeting the minimum qualifications does not guarantee further participation in the selection process.

**Education/Training:**
Graduation from high school or equivalent. Basic math skills and completion of Algebra is preferred.

**Experience:**
4 years of recent responsible experience in the operation of a sophisticated hydroelectric power plant or equivalent combination of training and experience.

**License or Certificate:**
Possession of, and ability to maintain, an appropriate valid California C Driver License.

SPECIAL REQUIREMENTS:
This position is subject to call out at any time and must reside close enough to travel to the Colgate Powerhouse within one hour.

POST OFFER/PRE-EMPLOYMENT PHYSICAL:
Employment is subject to passing a physical examination, including a drug test, and a pre-employment background check.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Adopted</th>
<th>Revised</th>
<th>Retitled</th>
<th>FLSA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Senior Operator</td>
<td></td>
<td>Oct 2019</td>
<td></td>
<td>Non-exempt</td>
</tr>
<tr>
<td>Senior Operator (salary update)</td>
<td>Jul 2020</td>
<td>Non-exempt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>----------</td>
<td>------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Senior Operator</td>
<td>Mar 2021</td>
<td>Non-exempt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>