



City of Phoenix

Water Systems Operator Senior*Lead

Job Code:	50791	Job Function:	Utility Services
Salary Plan:	001	Grade:	059
FLSA:	Nonexempt	Labor Assign:	ASPTEA
Benefit Cat:	007	EEO-4:	Technicians
SOC:	51-8031.01	Last Revision:	June 2025

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this Lead Assignment exists is to assist in directing the work of other employees and making determinations for water/wastewater operations through system monitoring and contact from other municipalities, responding to emergency process failures, calling employees in from standby, and taking the appropriate actions in response to various alarms within the system. This lead work is in addition to the regular duties as described in the base classification job description.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Water Superintendent or other supervisor.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Monitors various servers that control water and wastewater operating systems for routine and cyber based intrusions or interruptions
- Calls in standby or other staff as needed in response to the emergency to ensure appropriate and timely response. Orders via telephone or fax raw water for treatment plants
- Makes determinations for systems by evaluating issues and providing direction to water and wastewater operators
- Training new and current employees
- Assigning, reviewing, and approving work
- Supervising a work unit whenever the regular supervisor is absent
- Completing various activity statistical reports, budget monitoring, and/or other special projects
- Ensuring that department management and system operators are informed of critical issues or other emergencies
- Providing input on employee performance evaluations and disciplinary actions
- Handling the day-to-day scheduling of employee breaks, work periods, and coverage of workstations or public counters
- Ensures work is performed in compliance with section/division/department standards and established deadlines



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- Depending on staff assignment may perform other duties and tasks

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- City of Phoenix water distribution systems
- Computer applications with remote machinery or facility operations
- Mechanical procedures for activating or controlling a well, booster station, pressure reducing valve, reservoir, and storage tank operations

Ability to:

- Distinguish between the full range of colors in the color spectrum to work with alarm signal lights
- Operate keyboard devices such as calculators, PC, and CRT
- Determine the nature and urgency of a problem
- Establish priorities for own workload based upon such factors as need for immediate action, work objectives, and schedules
- Establish and maintain effective communications among superiors, subordinates, other departmental water operation personnel, and outside utility agencies
- Learn job-related material primarily through oral instruction and observation to effectively perform job duties. This learning takes place mainly in an on-the-job training setting.
- Understand and follow oral and written instructions in the English language
- Communicate orally with other City employees and outside agencies using a telephone, in face-to-face, one-to-one and group settings in the English language
- Make decisions in accordance with the rules, regulations, and ordinances, pertaining to assigned organizational unit
- Work under pressure (i.e., handling significant problems and tasks which come up simultaneously and/or unexpectedly and approaching deadlines)
- Read, comprehend, and interpret written material in the English language.
- Comprehend and analyze spreadsheet reports
- Work safely without presenting a direct threat to self or others

Additional Requirements:

- Must possess a Grade III Arizona Department of Environmental Quality Water Distribution Certification at time of hire and obtain a Grade IV Water Distribution System Operator certification by the end of the probationary period
- Working irregular hours, shifts, weekends, holidays, and evenings will be required
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift

ACCEPTABLE EXPERIENCE AND TRAINING:

Three years of experience in the operation of a large public water system (serving 50,000 persons or more) including experience with multiple pressure zones, pumping stations, large



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water storage reservoirs, transmission mains, well operation, elevated water tanks, metering stations, remote chlorination equipment, large diameter control valves, and personal computers.

Other combinations of experience and education that meet the minimum qualifications may be substituted.