

SYSTEMS OPERATOR I/II

JOB SUMMARY

Under general supervision, utilizes the telemetry system to monitor and operate the potable and non-potable water distribution and storage systems, including pump stations and related work as required.

As the Operator I incumbent gains skills and performs more difficult work through experience, training and certification, and as a desired level of proficiency is reached, advancement to the System Operator II class can be reasonably expected. Most incumbents gain the skill, experience, certification and proficiency for advancement within two years with the District.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Operates the water distribution system by monitoring and adjusting flows from reservoirs, tanks and suppliers, as directed by immediate supervisor.
- Reads and records reservoir levels, water connection usage, consumer usage, pressure gauges and water flow meters.
- Ensures that customers receive adequate water in volume, pressure and purity.
- Operates the SCADA system and assists in programming the system.
- Starts, synchronizes, monitors and regulates the operation and status of valves and pumping facilities.
- Operates automated and telemetry controls to ensure that commitments and daily schedules, as set by customer demand and standard practice, are met.
- Exercises valves for shutdowns as needed; performs valve exercising, flushing and other duties related to the District's Valve Maintenance Program.
- Enters confined spaces using appropriate permit procedures and equipment, in accordance with established safety practices.
- Notifies supervisory or maintenance personnel of apparent unusual conditions.
- Bypasses portions of the system during emergencies or planned maintenance shutdowns to maintain system operation.
- Conducts maintenance and cleaning of large storage facilities.
- Monitors and records lake levels at Lake Ramona along with daily weir, evaporation, rainfall and runoff at the lake.
- Cleans and paints pump stations, and related custodial duties.
- Operates a small water vessel to take water samples at lakes, following established safety procedures.
- Completes daily, weekly and monthly operational logs as required.
- Receives customer complaints and checks system for cause of complaints.

- Takes water quality samples in accordance with state health regulations.
- Conducts routine inspections of facilities to maintain security.
- Responds to emergency situations including those occurring after normal working hours.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Operation concepts of complex, multi-faceted water transmission and distribution system.
- Operating principles of large pumping equipment, associated motors and high voltage power systems.
- Effective record keeping procedures.
- The operation, capabilities, limitations, interrelationships and operating procedures of the District water distribution systems.
- Control valves used in the water industry.
- Advanced shop math applicable to the water works trade.
- Safety precautions pertaining to the work, particularly relating to the operation of large pumps, motors and high electrical voltages.
- Basic principles of hydrology and hydraulics.

Ability to:

- Read meters and calculate water usage accurately.
- Perform basic-level pump, motor and valve inspection.
- Maintain accurate records.
- Read and interpret plans, specifications, and operating and technical manuals.
- Perform skilled-level water systems operation work in the operation of a water conveyance and distribution system.
- Recognize unusual or dangerous operating conditions and take rapid appropriate action.
- Monitor and control (remotely and on-site) pumping plant operations without readily available supervision.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Learn emergency response procedures.
- Operate a vehicle observing legal and defensive driving practices.
- Be available for overtime, standby and after hour emergencies.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Operator I: One year of work experience of a mechanical nature.

Operator II: Two years experience in the maintenance and/or operation of a water distribution system is required.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance.

Licenses and Certificates:

Operator I: 1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier; a Class B driver's license is desirable. 2) Possession of a State Department of Health Services Water Distribution Operator certificate, Grade I, and a Water Treatment Plant Operator certificate, Grade I, within eighteen (18) months of appointment.

Operator II: 1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier; a Class B driver's license is desirable. 2) Possession of a State Department of Health Services Water Distribution Operator certificate, Grade II, and a Water Treatment Plant Operator certificate, Grade II, at time of appointment is required.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; operate hand and power tools requiring strength and coordination; use hands and fingers repetitively to manipulate small objects and print or write legibly; regularly lift over 50 pounds and frequently, over 100 pounds, with assistance; be exposed to harsh substances; be exposed to foul odors within acceptable ranges/levels; work in confined spaces; ascend and descend ladders up to 50 feet in height; wear protective apparel including, but not limited to, goggles, face protectors, fall protection, aprons, shoes and a respirator, as required by OSHA standards; reach with hands and arms; speak in a normal voice to be able to be heard and understood on the telephone and awareness of electrical hazards.

OTHER REQUIREMENTS

May be required to work evenings and weekends and assume stand-by duty if necessary.

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