



## POSITION DESCRIPTION

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**TITLE: SYSTEMS OPERATOR I AND II**

**REPORTS TO:** Operations Supervisor (Systems)

**GRADE:** 4, 5

**FLSA:** Non-Exempt

**CONFIDENTIAL:** No

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** None

**INDIRECT:** None\*

\* *Systems Operator II provides technical guidance to the Systems Operator I*

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position. A State of California Water Distribution Operator D1 certification and a State of California Water Treatment T2 certification are required by law for these positions. A State of California Water Distribution Operator D3 certification is required for Water Watch duty.

**EDUCATION:** High School diploma or equivalent; Standard First Aid and CPR certifications; and a valid California driver's license and proof of insurability are required.

**EXPERIENCE:** Level I - Minimum of two years' experience working with pumps, automated control valves, - and water sampling; ability to effectively utilize a personal computer and peripherals; knowledge of cathodic protection; proven ability to organize and manage competing priorities. A State of California Water Distribution Operator D3 certification is preferred.

Level II – In addition to Level I requirements, a thorough knowledge of departmental procedures; the successful completion of a course of instruction on lead or supervisory duties at a journey level; and the ability to effectively utilize a personal computer and peripherals. A State of California Water Distribution Operator D3 is required. A Water Technology Certification is preferred.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor to receive general work assignments, address administrative issues and review results; OMWD personnel to coordinate assignments and discuss and resolve technical issues; all other District personnel as required.

**EXTERNAL:** Interaction with general public to respond to questions on water quality, pressure and related matters; regulatory agencies to discuss water quality issues; consultants and vendors as necessary to coordinate projects and purchase supplies; emergency service personnel as required.

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### PHYSICAL REQUIREMENTS

Ability to walk extended distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds. Ability to tolerate repeated bending and stooping. Good hearing, eyesight and

speech are necessary. Ability to effectively utilize a personal computer, keyboard and peripherals. Ability to tolerate prolonged exposure to a computer screen. Ability to utilize various laboratory equipment. Excellent verbal and written communication skills are required.

***These positions require the ability to be “on-call”, work evenings, weekends, and Holidays.***

### ENVIRONMENTAL CONDITIONS

Work is often performed outdoors in all kinds of weather. Subject to: hazardous materials (e.g. chlorine, bacteria, etc.), confined spaces, foul odors, hazardous traffic conditions, noisy conditions, contact with animals and insects, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Work in pump stations. Subject to: loud noises and possible foul odors. Office settings have lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment; long periods of sitting; exposure to a computer screen. Appropriate personal safety equipment is provided.

### DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include operating and checking upon the functioning of all telemetering equipment, pumps, chlorinators, reservoirs, cathodic protection and pressure control stations, and valves. Must possess ability to independently and competently operate the District's telemetry computer system. Required to enter and perform maintenance of District pressure control stations and vaults according to approved policies. Level I Systems Operators work under general supervision. Level II Operators work independently with little supervision. **Level II Operators also provide work direction and technical guidance to Level I Operators as part of their primary duties.** Support of the District Strategic Plan and Mission Statement; and the ability to work effectively in a team environment are essential. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District's safety programs is necessary. Stable, reliable attendance is required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME	TASKS
<b><u>LEVEL</u></b>	
<b>I</b>	<b>II</b>
<b>15%</b>	<b>20%</b> Monitors and utilizes the SCADA (Supervisory Control And Data Acquisition) system by: <ul style="list-style-type: none"> <li>• Performing a physical site inspection and comparing to SCADA values.</li> <li>• Using computer programs to check distribution system status.</li> <li>• Perform SCADA operations without errors.</li> <li>• Reading and interpreting test results.</li> <li>• Reporting any systems problems and aiding in their resolution.</li> <li>• Calibrate equipment as required.</li> </ul>
<b>25%</b>	<b>15%</b> Maintain potable and recycled distribution system and reservoirs by: <ul style="list-style-type: none"> <li>• Performing a physical site inspection.</li> <li>• Collecting and testing water samples including BAC-T's, General Physicals, T.H.M.'s, Chloramine and Free Chlorine residuals.</li> <li>• Performing routine maintenance and repair.</li> <li>• Monitoring water quality in the distribution systems and taking appropriate steps to ensure water quality is maintained at a high level throughout.</li> </ul>

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| <b>20%</b> | <b>25%</b> | <p>Maintains and operates potable and recycled pressure control stations; pumping, booster and hydroelectric generation stations by:</p> <ul style="list-style-type: none"> <li>• Performing physical site inspection and routine maintenance.</li> <li>• Facilitating minor repair work on pumps, motors and control valves.</li> <li>• Facilitating moderate and major repair work on potable and recycled pressure control stations.</li> <li>• Ensure compliance with confined space regulations.</li> <li>• Coordinates work requiring outside vendors.</li> </ul>   |
| <b>20%</b> | <b>20%</b> | <p>Manipulates treated water and recycled water flows.</p> <ul style="list-style-type: none"> <li>• Making projections for daily water flow needs in both potable and recycled water.</li> <li>• Monitoring SCADA system and maintaining contacts with the San Diego County Water Authority on-call operators.</li> <li>• Monitoring SCADA system and maintaining contact with District DCMWTP (David C. McCollum Water Treatment Plant) operator to coordinate deliveries of potable water.</li> <li>• Making contact with various recycled water sources including outside agencies as well as the 4S Water Reclamation facility and arranging for daily deliveries of recycled water.</li> </ul> |
| <b>10%</b> | <b>10%</b> | <p>Other Administrative duties, including:</p> <ul style="list-style-type: none"> <li>• Assists in the implementation of departmental record retention requirements for data management.</li> <li>• Ensure departmental operations within budgetary guidelines.</li> <li>• Effectively utilize District resources.</li> <li>• Properly records work and other information into District information systems.</li> <li>• Respond to emergency situations using sound judgment.</li> <li>• Act as a positive role model.</li> <li>• Professionally represent the District.</li> <li>• Recommends effective policy and procedural enhancements for departmental operations, as necessary.</li> </ul>   |

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**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

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| <b>10%</b> | <b>10%</b> | Performs all related duties as assigned. |
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