



POSITION DESCRIPTION

TITLE: SYSTEMS OPERATOR I, II, AND III

REPORTS TO: Operations Supervisor (Systems)

GRADE: 4, 5, 6

FLSA: Non-Exempt

CONFIDENTIAL: No

SUPERVISORY RESPONSIBILITIES

DIRECT: None

INDIRECT: None*

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

* *Systems Operator III provides technical guidance to all Systems Operators*

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. State of California corresponding Water Distribution Operator and State of California Water Treatment Operator certifications are required by law for these positions.

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, water sampling, and cathodic protection. A State of California Water Distribution Operator D2 certification is required at hire. Must obtain a State of California Water Treatment Operator T1 certification within 1 year of appointment. Must obtain D3 and T2 certifications and meet qualifications for Water Watch duty within 2 years of appointment.

Level II – In addition to Level I requirements, a minimum three years experience as a Level I Operator or related position. A State of California Water Distribution Operator D3 and a Water Treatment Operator T2 are required at appointment. A certificate in Water Technology Education is preferred.

Level III - In addition to Level II requirements, a minimum five years experience as a Level II Operator or related position. A State of California Water Distribution Operator D4 is required at appointment. Must obtain a Water Distribution Operator D5 certification within 2 years of appointment.

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.

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, ammonia, 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, 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.** Level III Operator serves as the lead over other Systems Operators; may be required to act in the absence of the Operations Supervisor – Systems including Chief Distribution Operator Designation. 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 |
|--------------|-----|-----|--|
| <u>LEVEL</u> | | | |
| I | II | III | |
| 15% | 20% | 15% | Monitors and utilizes the SCADA (Supervisory Control And Data Acquisition) system by: <ul style="list-style-type: none">• Performing physical site inspections and comparing to SCADA values.• Using computer programs to check distribution system status.• Perform SCADA operations without errors.• Reading and interpreting test results.• Reporting any systems problems and aiding in their resolution.• Calibrate equipment as required. |

| | | | |
|------------|------------|------------|--|
| 25% | 15% | 15% | <p>Maintain potable and recycled distribution system and reservoirs by:</p> <ul style="list-style-type: none"> • Performing physical site inspections. • Collecting and testing water samples including BAC-T's, General Physicals, T.H.M.'s, Chloramine and Free Chlorine residuals. • Performing routine maintenance and repair. • Monitoring water quality in the distribution systems and taking appropriate steps to ensure water quality is maintained at a high level throughout. |
| 25% | 25% | 15% | <p>Maintains and operates potable and recycled pressure control stations; pumping, booster and hydroelectric generation stations by:</p> <ul style="list-style-type: none"> • Performing physical site inspection and routine maintenance. • Facilitating minor repair work on pumps, motors and control valves. • Facilitating moderate and major repair work on potable and recycled pressure control stations. • Ensure compliance with confined space regulations. • Coordinates work requiring outside vendors. • Respond to emergency situations using sound judgment. |
| 25% | 20% | 15% | <p>Manipulates treated water and recycled water flows.</p> <ul style="list-style-type: none"> • Making projections for daily water flow needs in both potable and recycled water. • Monitoring SCADA system and maintaining contacts with the San Diego County Water Authority on-call operators. • Monitoring SCADA system and maintaining contact with District DCMWTP (David C. McCollom Water Treatment Plant) operator to coordinate deliveries of potable water. • 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. |
| 0% | 10% | 30% | <p>Functions as the Lead Operator:</p> <ul style="list-style-type: none"> • Acts as the Chief System Operator for signature purposes on Water Resources Board or other state agencies reports in the absence of the Operations Supervisor – Systems. • Serves as Lead Operator over Level I and Level II Operators; schedules, assigns, and monitors work performed. • Ensures safe work methods are followed and that appropriate safety precautions and equipment are utilized. • Generates monthly, quarterly, and yearly reports for regulatory compliance. • Ensures records and other department information is properly entered into District information systems in accordance with District Record Retention policy. • Recommends effective policy and procedural enhancements for departmental operations, as necessary. |

DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS

| | | | |
|------------|------------|------------|--|
| 10% | 10% | 10% | Performs all related duties as assigned. |
|------------|------------|------------|--|