

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **WATER SYSTEMS OPERATOR I / II / SENIOR**

GRADE LEVEL: E11 / E15 / E18

SUPERVISOR TITLE: Water Systems Supervisor

FLSA STATUS: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA

DEFINITION

Under immediate supervision, progressing to general supervision; operate and maintain state-of-the-art water production, transmission, and distribution systems

CLASS CHARACTERISTICS

Water Systems Operator I

This is the entry level position in the Water Systems Operator class series. Positions assigned to this level perform limited or routine distribution duties under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

Water Systems Operator II

This is the journey level position in the Water Systems Operator class series. Positions assigned to this level perform a full range of distribution, treatment and maintenance duties under general supervision. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

Water Systems Operator Senior

This is the advanced journey level in the Water Systems Operator class series. Positions assigned to this level may provide lead supervision to journey level staff and independently perform highly technical and specialized distribution, treatment and maintenance duties at a level beyond that found at a journey level. Lead duties may include providing technical assistance and training. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

- ✎ Operate three distinctive, separate water distribution systems, including untreated, potable and recycled systems, using state-of-the-art electronic Supervisory Control and Data Acquisition systems (SCADA)
- ✎ Coordinate the monitoring of the transmission and distribution systems in conjunction with Water Quality; assist in identifying potential problems and coordinate system changes with Water Quality
- ✎ Interpret SCADA, gauges, meters, charts and graphs; operate pumps, valves, motors and related equipment; inspect reservoirs, booster pump stations and wells
- ✎ Perform preventive and predictive maintenance to automatic control valves and related components; report the need for major or specialized repairs to equipment, valves, machinery and electrical and electronic systems
- ✎ Acknowledge, interpret and respond to alarms from pump stations, wells and distribution system; take corrective action as required
- ✎ Perform Water Quality functions, such as sampling for chlorine and ammonia residuals, turbidity, and nitrification; operate and monitor treatment facilities for arsenic and fluoride removal; operate and monitor blending equipment; make calculations and system changes based on data analysis; transport and install gaseous chlorine cylinders at remote sites
- ✎ Operate VDC groundwater recharge and recovery (slow sand filtration treatment facilities as approved by CDPH); monitor per Surface Water Treatment Rule (SWTR)
- ✎ Assist in on going management of the districts ground water production system
- ✎ Perform Emergency Hazardous Materials Response to District facilities; implement the District's emergency response plan; respond to releases or potential releases; function within an assigned role in the Incident Command System; use proper specialized chemical personal protective equipment
- ✎ Maintain control valves throughout distribution systems including wells, pump stations, altitude valves, PR stations, relief valves; operate, exercise, and inventory mainline valves

- ✎ Flush water mains to ensure safe clean water is delivered to the customer,
- ✎ including the cleaning of mains after a shutdown and/or repair
- ✎ Conduct accurate calculations for Metropolitan Water District (MWD) flow increases and decreases
- ✎ Respond in a timely manner to computer generated calls and failures by remote connection or physical inspection
- ✎ Perform mainline and facility shutdowns of system as needed for emergencies or planned maintenance
- ✎ Handle customer complaints related to water distribution systems
- ✎ Maintain the reclaimed distribution system
- ✎ All levels available to be on-call
- ✎ Perform related duties as assigned

QUALIFICATIONS

Water Systems Operator I

Knowledge of:

- ✎ District sites and facilities
- ✎ Basic hydraulic & mechanical principles
- ✎ Basic water distribution principles
- ✎ Basic computerized water distribution principles
- ✎ Hazard and risk assessment techniques
- ✎ Chemical and toxicology terminology and behavior

Ability to:

- ✎ Operate a variety of hand and power tools
- ✎ Read, understand and comply with District safety policies and procedures
- ✎ Follow written and oral instructions
- ✎ Work effectively with other crew members

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: One (1) or more years of field experience, preferably with a water agency

Training: Equivalent to completion of the 12th grade, supplemented by specialized training in water distribution

Licenses and Certificates:

- ✎ Hazardous Materials Technician Certificate—OSHA 1910.120, required or ability to obtain within two (2) years
- ✎ Grade D2 Water Distribution Certificate – SWRCB, required
- ✎ Grade T1 Water Treatment Certificate – SWRCB, required
- ✎ Valid California driver's license, required “C”

Water Systems Operator II

*In addition to the qualifications for **Water Systems Operator I:***

Knowledge of:

- ✎ Methods, materials and equipment used in water distribution
- ✎ Mathematical principles related to water measurement and distribution systems
- ✎ Computerized water distribution system capabilities

Ability to:

- ✎ Diagnose problems and provide effective solutions
- ✎ Coordinate assigned duties with other departments or agencies
- ✎ Create and process CMMS work orders and group projects
- ✎ Learn proper ground water basin management

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) or more years of increasingly responsible water distribution experience or two (2) years of experience as a Water Systems Operator I

Training: Equivalent to completion of the 12th grade, supplemented by specialized training in water distribution

Licenses and Certificates:

- ✎ Hazardous Materials Technician Certificate-OSHA 1910.120, required or obtain within two (2) years
- ✎ Grade D3 Water Distribution Certificate – SWRCB , required
- ✎ Grade TI Water Treatment Certificate – SWRCB , required

- ✎ Valid California driver's license, "C" required
- ✎ Water Technology certificate, desirable

Senior Water Systems Operator

*In addition to the qualifications for **Water Systems Operator I & II:***

Knowledge of:

- ✎ Applicable laws, codes and regulations
- ✎ Advanced computerized water distribution system capabilities

Ability to:

- ✎ Diagnose advanced problems and provide effective solutions
- ✎ Coordinate assigned duties with other departments and/or agencies
- ✎ Assist in the development of ground water budgets and oversee sub-unit budgets of lower level staff

SELECTION GUIDELINES

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) or more years of increasingly responsible water distribution experience or two (2) years of experience as a Water Systems Operator II

Training: Equivalent to completion of the 12th grade, supplemented by extensive specialized training in water distribution. College level English course or equivalent assessment, required

Licenses and Certificates:

- ✎ Water Technology Certificate, required
- ✎ Hazardous Materials Technician Certificate-OSHA 1910.120, required or obtain within two (2) years
- ✎ Grade D4 Water Distribution Certificate – SWRCB , required
- ✎ Grade T2 Water Treatment Certificate – SWRCB , required
- ✎ Valid California driver's license (C), required
- ✎ AA or AS degree in Water Technology, desired

PHYSICAL REQUIREMENTS/WORKING CONDITIONS (I, II & Senior levels)

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities
- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

OTHER REQUIREMENTS

- ✎ Willingness to work nights, weekends, and overtime, as necessary
- ✎ Must reside within a 30-minute response time to the District headquarters

_____ Employee Signature	_____ Date
_____ Supervisor/Manager Signature	_____ Date