VALLECITOS WATER DISTRICT

SENIOR WATER SYSTEMS OPERATOR

DEFINITION

Under general supervision, performs highly skilled work in the operation and maintenance of a D5 classification water distribution system and water quality assurance work; leads and directs other Water Systems Operators; performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent position is the lead worker and advanced journey level class in the Water System Operator series, personally performing the more difficult and complex duties; serves as lead worker over other Water System Operators; acts in the absence of the supervisor, including Chief Operator designation. This class is distinguished from the Water System Supervisor, which has overall responsibility for the Water System department.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

▪ Serves as lead worker over other Water Systems Operators; schedules, assigns, and monitors work; trains less experienced Water Systems Operators; ensures compliance with regulatory requirements; and in the absence of the Water Operations Supervisor, assumes those duties; provides technical assistance to staff; ensures that safe work methods are followed and that appropriate safety precautions and equipment are utilized;
▪ Monitors and ensures compliance with the Process Safety Management and Risk Management Program procedures for affected facilities;
▪ Monitors and ensures proper handling of hazardous materials; receives chemical shipments and maintains chemical inventory;
▪ Operates and monitors the functioning of valves, pumps, and other equipment to regulate the flow of water through the distribution system to meet daily demands; inspects facilities to maintain proper working order; determines daily flow demands for each grade line and storage facility; makes changes in the flow from the District's aqueduct connections in accordance with County Water Authority instructions;
▪ Monitors tank and reservoir levels using telemetry and SCADA systems and by visual inspection and ensures adequate levels; performs permit required confined space entries; reads meters, gauges, charts, and instruments;
▪ Operates and monitors water distribution systems and water treatment systems; determines and makes adjustments to ensure proper disinfection levels in accordance with federal and state regulations; inspects and maintains injection stations and records amount of disinfectant used and amount on hand;
▪ Takes water samples to check for proper disinfection and for contaminants as required by state and federal water quality regulations to ensure water quality;
Performs laboratory procedures as appropriate using the Environmental Laboratory Accreditation Program (ELAP) certification standards. This includes media development, quality assurance, and quality control.

Performs record keeping functions such as logging system operations, test results, maintenance work performed on water treatment systems, and unusual operating conditions encountered; prepares reports and maintains files; may collect and enter data into computer system;

Provides information to customers or refers to others as appropriate; maintains good public relations, notifies customers on water quality issues as required;

Operates assigned vehicles skillfully and safely; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices; operates and maintains a wide variety of hand and power tools and water quality sampling equipment related to work assignments;

May stand duty on a rotational basis and may work outside of regular work hours as necessary, including weekends and holidays;

Operates copiers and a variety of office equipment;

Performs duties in a professional manner and works well with others or in a team setting;

Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;

Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;

Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Methods, materials, tools, and water quality sampling equipment used in the operation and maintenance of water distribution and treatment systems and water quality assurance work;
- Water treatment principles, methods, and practices;
- Routine coliform sampling in adherence to the State Water Resource Control Board approved sample plan and ELAP laboratory procedures.
- Safe work methods and safety practices pertaining to the work;
- Operation and maintenance of a variety of hand and power tools and equipment used in the work;
- Principles of SCADA technology and electronics;
- Methods and precautions in storing and handling chlorine and other hazardous gases and chemicals;
- Computer applications related to the work;
- Shop mathematics;
- SCADA applications and equipment applicable to water distribution;
- Applicable laws and regulations.

Ability to:
- Accurately read gauges and testing equipment;
- Maintain and prepare a variety of accurate written and computerized records and reports;
- Be available for standby duty with a 30 minute response time;
- Communicate clearly and concisely, both orally and in writing;
▪ Perform routine water quality tests and adjust disinfectant equipment accordingly; collect samples and complete routine laboratory tests according to established guidelines.
▪ Occasionally wear full face mask and work for at least 30 minutes while being supplied with breathing air through the mask;
▪ Detect malfunctions in equipment; read and interpret charts and gauges; operate and maintain tools and equipment used in the work;
▪ Establish and maintain cooperative effective working relationships with fellow employees and the public; work effectively in a crew or individual setting;
▪ Perform skilled water distribution system operation and maintenance work;
▪ Understand and follow oral and written instructions;
▪ Calculate chemical dosages, reservoir volumes, and water production;
▪ Read and understand maps, blueprints, and schematics;
▪ Exercise independent judgment and initiative with limited supervision.

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: graduation from high school or equivalent, and; three years of experience in water distribution system operations and maintenance. A certificate of achievement in water technology is desirable.

Licenses, Certificates, and Special Requirements

▪ Possession of, or ability to obtain, a Class C California driver’s license, and a satisfactory driving record;
▪ Possession of a State Water Resource Control Board (SWRCB) Water Distribution Operator Grade 3 (D3) certificate;
▪ Must be medical approved for all respirators.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees will be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands and fingers to grasp and feel; reach with hands and arms; drive; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. The employee must be occasionally fit tested for respirator use.

Environment: Employee regularly: works outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; travels in District vehicle; exposed to hazardous materials. Employee frequently: gets part of body and/or clothing wet; works in or around areas with major amounts of dust and common allergy-causing agents. Employee occasionally: works on slippery surfaces; works in confined or cramped positions; exposed to unusually loud
sounds. Some work done more than 12 feet above ground. Potential electrical shock exposure.

I have reviewed this Job Description with my Supervisor and agree with its contents.

______________________________________________________________________
Employee Signature

Date

______________________________________________________________________
Supervisor Signature

Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.