

# **CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION**

**Job Title: WATER DISTRIBUTION OPERATOR**

**Division: Operations and Maintenance**

**Salary Range: \$51,544 - \$68,725**

**Reports To: Operations Supervisor**

**FLSA Status: Non-Exempt**

**Position Type: Full Time**

**Revision Date: April 2015**

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## **POSITION SUMMARY**

Working individually or under direct supervision, this entry level to intermediate level position remotely monitors and controls valves, pumps, wells and associated equipment at over forty facilities to supply, store and distribute water to over 20 retail agencies and 550,000 residents in Ventura County. Position requires that an applicant possess State Water Resources Control Board Water Distribution Operator Grade 3 certificates at the time of hire and be able to obtain a Water Treatment Operator Grade 3 certificate within two years of hire. Incumbent must display good judgment, be capable of comprehending complex processes and systems, function under pressure and be able to effectively communicate. Other duties include operation of four hydroelectric generators and assistance in the operation, inspection and maintenance of a water filtration plant and an ASR well field.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Operates a Supervisory Control and Data Acquisition (SCADA) system to monitor and efficiently operate the potable and reclaimed water distribution systems that include reservoirs, pumping plants, pressure regulating stations and hydroelectric generating stations.
- Remotely monitors routine field activities and facilities security.
- Under supervision, responsible for the operation of the Districts 65 MGD direct filtration water treatment plant.
- Responds to a variety of alarms, equipment failures and security violations, and takes the necessary actions to maintain a reliable water supply.
- Monitors and analyzes computer generated data to determine water use and takes appropriate action to adjust the system to meet the customers needs.
- Maintains a variety of records, reports and logs for the distribution system and the water filtration plant.
- Assists various Operations and Maintenance staff in field measurements, calibration, chart runs and other technical tasks for monitoring and control.

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Water Distribution Operator

- Assists in unloading, storing, transferring, mixing chemicals, and making chemical feed adjustments as directed.
- Learns to monitor and operate remotely and manually controlled equipment, motors, pumps used in the treatment, purification, and disinfecting of water.
- Learns to take samples and readings, performing standardized water quality analysis and control tests as directed.
- Handles phone calls and visitors after regular business hours and on an as needed basis.
- Be responsible for their own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.
- Assists the Treatment Plant Operator 2 in monitoring water treatment plant processes; such as, filtration, backwashing, ozonation and chemical feed.
- Performs other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

This position does not include supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactorily manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Education and Experience

A high school diploma or general education degree (GED) or a minimum of four years related experience and/or training or equivalent combination of education and experience is required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Should have the ability to compute rate, ratio, and percent and to draw and interpret graphs and charts.

#### Skills And Abilities

Should be able to write internal memoranda, plus be able to communicate effectively with employees and customers. The position requires the individual to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form and be able to solve day-to-day problems, which may occur in stressful environments. Must have a thorough knowledge of the District distribution system, water hydraulics and water quality regulations. Ability to compile, evaluate, diagnose and analyze complex data and information from current information and historical trends, and be able to recommend and take appropriate actions. Demonstrate initiative, dependability and the ability to develop into an independent worker on unsupervised shifts. The Treatment Operator 1 must be able to read distribution measurements and recording information and be able to interpret results to make adjustments to distribution operations. In addition, the operator has to be able to read and interpret piping and distribution blueprints.

## **EQUIPMENT TO BE USED**

Must be able to use radio and telephones to communicate and be able to learn how to operate the District's outboard pontoon boat on Lake Bard. May operate a vehicle to travel to other District facilities for inspection and water sample collection. Be able to use computer equipment to monitor the status and operation of the distribution and treatment processes, office equipment; such as, computer terminals, copiers, printers and FAX machines.

## **PHYSICAL DEMANDS**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is frequently required to sit and is occasionally required to climb stairs and ladders or balance and stoop, kneel, crouch, or crawl; and taste or smell. The position must be able to regularly lift and/or move up to 10 pounds, frequently 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 vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must have the ability to be able to wear and operate a half and full face air purifying respirator and a supplied air system.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works in the industrial environment of the water treatment plant, well fields, support structures and confined space environments, and is exposed to moving mechanical parts. The work involves the use of toxic and hazardous chemicals used in the water treatment process.

The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; vibration and moving mechanical parts. The noise level in the work environment is occasionally loud. The Treatment Operator 1 must be able to work rotating shifts of eight hours and twelve hours and be able to respond to a request to work on short notice. The job requires the employee to agree in writing to have an "on the job" paid meal period; in that, the nature of the employee's work will prevent the employee from being relieved of all duty.

## **SPECIAL REQUIREMENTS**

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

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The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.

Employee must possess State Water Resources Control Board Water Distribution Operator Grade 3 certificates at the time of hire and be able to obtain a Water Treatment Operator Grade 3 certificate within two years of hire.

Also the employee must be able to handle and use typical cleaning materials and analytical chemicals used in water quality testing. The operator must also be able to work around chlorine and other chemicals used in the treatment of water, which are classified by Title 8, California Occupational Safety and Health Regulations, Code Section 339 as extremely hazardous materials and copper sulfate which is a toxic material.