

CHIEF SYSTEMS OPERATOR

JOB SUMMARY

Under general supervision, supervises and participates in the work of a crew performing tasks in the operation of the District's water distribution system and technical maintenance division; operates telemetry controls, pump stations, reservoirs, tanks and pressure control stations; performs a variety of technical and administrative support functions; and performs other related work as assigned.

EXAMPLES OF DUTIES

(Duties include but are not limited to the following):

- Provides technical leadership and participates in the work of a crew engaged in the duties of the system operations division; implements and enforces District policies and procedures; trains and assesses the performance of new employees within the work unit.
- Operates the water distribution system by monitoring and adjusting flows from reservoirs, tanks and suppliers.
- Operates the SCADA system and assists in programming the system.
- Prepares routine and special reports relative to water distribution systems, as required by management and regulatory agencies.
- Assists in the development and oversight of the District's Valve Maintenance Program.
- Prepares work schedules for systems and technical maintenance staff, and designates work procedures and practices.
- Assists superintendent with preparation and maintenance of all systems distribution and technical maintenance records, and makes reports to the health department.
- Assures facilities compliance with federal and state regulations pertaining to water distribution systems.
- Maintains records and prepares a variety of reports including time, supplies and equipment and materials used, and of work accomplished.
- Reads, interprets and works from engineering drawings and blueprints.
- Listens to, checks and resolves customer concerns and/or complaints.
- Requisitions supplies, materials and equipment to complete the assigned tasks.
- Answers customer questions and advises customer of District codes, policies and procedures regarding water service.
- Provides on-the-job training in the proper and safe performance of the crew's work, and in the use of tools, equipment and safety devices; inspects and evaluates the work of assigned personnel; coaches and counsels individuals on performance and developmental needs; recommends employee recognition and/or disciplinary action to the Operations Superintendent.

- Enforces proper safety procedures for dangerous working situations such as confined spaces and road/street traffic control.
- Bypasses portions of the system during emergencies or planned maintenance shutdowns to maintain system operations.
- Enters confined spaces using appropriate permit procedures and equipment, in accordance with established safety practices.
- Reads and records reservoir levels, water connections usage, consumer usage, pressure gauges and water flow meters.
- Ensures that customers receive adequate water in volume, pressure and purity; operates automated and manual controls to ensure that commitments and daily schedules are met, as set by customer demand and standard practice.
- Assists the Operations Superintendent with the annual line-item expenditure budget for the system operations division.
- Implements various programs related to system operations including flushing and valve maintenance.
- Operates disinfection equipment, determines chemical dosages required in the distribution system and collects samples for determination of water quality.
- Reports operating problems and needed repairs in accordance with established procedures.
- Monitors and regulates the operations and status of valves, pumping facilities and other facilities and appurtenances; troubleshoots automatic valves when problems occur in the system; calculates and records flows on a daily and monthly basis.
- Performs minor maintenance, repair and replacement of facilities in systems under his/her control; may perform custodial duties in the buildings and yards.
- Checks reservoir levels and makes adjustments to valves to maintain proper water levels; switches valves to redirect flow; monitors and records lake levels at Lake Ramona along with daily weir, evaporation, rainfall and runoff.
- Operates a small water vessel to take water samples at lakes, following established safety procedures.
- Responds to emergency situations including those occurring after normal working hours.
- May assume responsibility in the absence of the Operations Superintendent.
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of effective leadership and employee supervision, including training and performance evaluation.
- Operation concepts of a complex, multi-faceted water transmission and distribution system.
- Operating principles of large pumping equipment, associated motors and high voltage power systems.
- Accurate operation record keeping methods and procedures.

- The operation, capabilities, limitations, interrelationships and operating procedures of the District water distribution systems.
- Mathematics applicable to water works operations; and basic water chemistry.
- Safety precautions and procedures pertaining to the work, particularly relating to the operation of large pumps and motors and high electrical voltages.
- Basic principles of hydraulics.
- Emergency response procedures.

Ability to:

- Read meters and calculate water usage accurately.
- Perform basic-level pump, motor and valve inspection and repair.
- Maintain accurate records; read and interpret plans, specifications, and operating and technical manuals.
- Perform skilled-level water systems operation work in the operation of a water conveyance and distribution system.
- Recognize unusual or dangerous operating conditions and take rapid appropriate action.
- Monitor and control (remotely and on-site) pumping plant operations without readily available supervision.
- Train and oversee the work of others.
- Learn to use computers and related software applications.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and carry out oral and written instructions.
- Be available for overtime, standby and after-hour emergencies.

Experience and Education:

Any combination of training, experience and education that could likely provide the required knowledge and abilities stated above, and the ability to perform the duties of the position would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Four years of experience of a mechanical nature, including a minimum of experience in maintaining water system valves, electrical, telemetering, pump stations and reservoirs with at least two years in a lead position. Customer service experience is required.

Education: Formal or informal education or training at a level which ensures the ability to read, write, and perform mathematical computations and write reports at a level necessary for successful job performance. Supplemental training or coursework in the principles of supervision is desirable.

Licenses and Certificates:

1) Possession of a valid California driver's license, Class C, with ability to maintain insurability under the District's insurance carrier. 2) Possession of a State Department of Health Services Water Distribution Operator certificate, Grade III, at time of appointment is required; Grade IV is desirable. 3) Possession of a State Department of Health Services Water Treatment Plant Operator certificate, Grade II, at time of appointment is required. Certification at the required level must be maintained.

Physical Demands:

Hear normal conversation in person and/or on the telephone, with or without electronic aids; see to read fine print; operate hand and power tools requiring strength and coordination; use hands and fingers repetitively to manipulate small objects and print or write legibly; regularly lift over 50 pounds and frequently, over 100 pounds, with assistance; be exposed to harsh substances; be exposed to foul odors within acceptable ranges/levels; work in confined spaces; ascend and descend ladders up to 50 feet in height; wear protective apparel including, but not limited to, goggles, face protectors, aprons, fall protection, shoes and a respirator, as required by OSHA standards; reach with hands and arms; speak in a normal voice to be able to be heard

and understood on the telephone and awareness of electrical hazards.

OTHER REQUIREMENTS

May be required to work evenings and weekends and assume stand-by duty if necessary.

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