



RUBIDOUX COMMUNITY SERVICES DISTRICT

SYSTEMS OPERATOR I / II SENIOR SYSTEMS OPERATOR I / II

DEFINITION

Individuals within the Systems Operator series are under supervision, performs a wide variety of manual and semi-skilled tasks involving the installation, construction, maintenance, and repair associated booster pumps, pumping stations, reservoirs, and domestic water wells; performs preventative and predictive maintenance on assigned equipment; removes, disassembles, cleans reinstalls and performs repair of pump/motor assemblies, equipment and components; assists in the diagnosis and performance analysis of water wells and booster stations. Also engaged in the maintenance and repair of sewer collection system and lift stations; operate heavy construction equipment, vector truck, dump truck and backhoe.

DISTINGUISHING CHARACTERISTICS

Systems Operator I: is the entry level in the Systems Operator series. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under close supervision, with less latitude for independent action.

Systems Operator II: is the experienced, journey-level in the Systems Operator series. At this level, incumbents perform the full range of tasks common to the classification series, general supervision, while exercising discretion and independent judgment within established guidelines. Systems Operator II requires additional experience and certifications over Systems Operator I.

Senior Systems Operator I: is the advanced, journey-level in the Systems Operator series with recognized addition responsibilities relating to regulatory and reporting requirements. At this level, incumbents perform the full range of tasks common to the classification series, under general direction, while exercising discretion and independent judgment within established guidelines.

Senior Systems Operator II: is the most advanced, journey-level in the Systems Operator series with recognized additional responsibilities relating to regulatory and reporting requirements. At this level, incumbents perform the full range of tasks common to the classification series, under general direction, while exercising discretion and independent judgment within established guidelines. Senior Systems Operator II is most knowledgeable of the District's operating systems and requires additional experience and certifications over Senior Systems Operator I.

SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Director of Operations, Assistant General Manager, and/or General Manager.

Technical and/or functional work direction may occasionally be provided to the Systems Operator I/II by the Senior Systems Operator I/II.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Operates distribution system to meet goals associated with water supply, water quality, and energy efficiency.
2. Reviews water quality results and calculates blending for Nitrate, DBCP, Perchlorate, and other constituents in the water as needed to comply with state and federal water quality standards.
3. Operates groundwater treatment facilities.
4. Repairs and maintains sewer collection systems, mains, laterals, manholes, lift stations, pressure lines and related structures; loads and unloads trucks; operates and performs preventive maintenance on pumps, valves and related lift station equipment.
5. Flushes and clears collection systems; operates hydrovactor, hand jet and machine rods to clear lines; applies herbicides, foams and other chemicals to deroot, degrease and unstop lines; installs and removes flow meters. Operates service truck to respond to customer complaints; determines source of problem; clears lines or reports work needed; advises customer if problem is not the District's responsibility; pumps flooded areas.
6. Utilizes automated, remote, and local controls for system operation.
7. Drives from site to site completing daily rounds of wells, booster stations, reservoir and water storage locations; monitors safety and security of sites and reports or corrects illegal use of water.
8. Inspects pumps, motors and other equipment; fills salt storage containers and well oilers; calculates pump run times and pumping rates and enters data into computer.
9. Maintains records of chlorine consumption; reads and interprets various chart recorders, gauges, and water meters; makes associated arithmetic calculations and records results.
10. Calibrates and performs preventive maintenance on water quality monitoring equipment and chemical feed systems.
11. Performs preventive maintenance of pumps, motors, regulators, valves and water meters; repair and replace various defective or worn parts and equipment as needed.

12. Inspects, adjusts and performs preventive maintenance on electrical and telemetry equipment at sites; checks connections and measures equipment output.
13. Collects grab samples at remote sites; performs various types of field water testing including chlorine residual; adjusts chemical dosage accordingly.
14. Operates a 10-ton crane to pick up and replace industrial motors; operates other pieces of construction equipment and/or hand and power tools needed for the work.
15. Performs miscellaneous maintenance tasks on periodic basis, such as weed abatement, debris removal, dirt road repair, and painting of motors, pump lines and other equipment.
16. Participates in mandatory standby rotation.
17. Regular attendance at the work site.
18. Other essential functions as defined by duty statement, job analysis and summaries, assigned as such by supervision or required by law/regulation.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Operation and maintenance of water and wastewater pumping and distribution systems.
- Mechanical and electrical maintenance principles and practices.
- Basic chemistry, electricity, and hydraulics.
- Water quality monitoring and sampling techniques and methods.
- Pertinent laws, codes, and regulations.

Skill in:

- Operating a personal computer and related software.
- Using hand and power tools.
- Operating various pieces of commercial construction equipment.

Ability to:

- Meet the physical, mental, and environmental demands of the position with or without reasonable accommodation.
- Operate pumps, motors and other water storage and distribution facilities and equipment.
- Calculate flow, volume, detention time, chemical dosage, and pressure.
- Evaluate operational changes such as pressure fluctuations, system demands and production capacities. Troubleshoot operational deficiencies of mechanical equipment.
- Read gauges and meters and correct record results.
- Work independently without direct supervision.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing and operating assigned equipment.

REQUIRED QUALIFICATIONS

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

System Operator I/II

Experience:

Systems Operator I

One (1) year of experience in water and wastewater distribution system operations and maintenance.

Systems Operator II

Four (4) years of experience in water and wastewater distribution system operations and maintenance.

Education/Training:

Equivalent to graduation from the twelfth grade. Additional course work in water related topics such as cross-connection, water treatment, and water distribution are highly desirable.

Certificate:

Systems Operator I

Current California State Water Resources Control Board (SWRCB) Grade 2 Distribution and SWRCB Grade 2 Treatment operator certifications. Water Treatment Certification preferred. Must obtain the above-mentioned Certifications within the first year of appointment.

Systems Operator II

Current California State Water Resources Control Board (SWRCB) Grade 3 Distribution and SWRCB Grade 2 Treatment operator certifications. Water Treatment Certification preferred.

License:

Possession of a valid Class C California driver's license and a satisfactory driving record.

Possession of, or ability to obtain within one (1) year of appointment, a valid Class A California Commercial driver's license with a Hazardous Materials endorsement is required, together with a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

Senior System Operator I/II

Experience:

Senior Systems Operator I

Five (5) years of experience in water and wastewater distribution system operations and maintenance.

Senior Systems Operator II

Six (6) years of experience in water and wastewater distribution system operations and maintenance.

Education/Training:

Equivalent to graduation from the twelfth grade. Additional course work in water related topics such as cross-connection, water treatment, and water distribution are highly desirable.

Certificate:

Senior Systems Operator I

Current California State Water Resources Control Board (SWRCB) Grade 4 Distribution and SWRCB Grade 3 Treatment operator certifications. Water Treatment Certification preferred.

Senior Systems Operator II

Current California State Water Resources Control Board (SWRCB) Grade 4 Distribution, SWRCB Grade 4 Treatment, and California Water Environment Association (CWEA) Grade 1 Collection System Maintenance Certification. Water Treatment Certification preferred.

Skills and Abilities:

Extensive knowledge of business related computer programs (Word, Excel, Etc.). Effective communication skill. Must deal directly with outside regulatory agencies and organization.

License:

Possession of a valid Class C California driver's license and a satisfactory driving record.

Possession of, or ability to obtain within one (1) year of appointment, a valid Class A California Commercial driver's license with a Hazardous Materials endorsement is required, together with a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Indoor and outdoor environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, electrical currents, toxic agents/chemicals, and inclement weather conditions; work with or in water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

Physical:

Incumbents require sufficient mobility to work in an office and field setting; stand, stoop, reach, bend, kneel, squat, and walk on uneven surfaces, loose soil and sloped surfaces; reach and twist; push, pull, lift, and or carry up to 50 pounds without assistance; operate assigned equipment and vehicles; requires a sense of touch, finger dexterity and gripping with hands and fingers; ability to verbally communicate to exchange information; may have to left and relocate manhole covers or 10" fire service or backflow prevention assemblies weighing up to 50 pounds without assistance

Mental Conditions:

Stress of emergencies, interactive stress situations with subordinates and public; ability to work without close supervision; interpret codes, regulations, policies and schematics; memorize and reclass objects and persons; analyze problems and generate alternatives; exercise good judgment; work with interruptions and changing priorities and concentrate of long periods of time.

Vision:

See in the normal visual range with or without correction; vision sufficient to reach computer screens and printed documents and to operate assigned equipment.

Hearing:

Hear in normal audio range with or without correction.

Special Requirements:

- Will be required to work overtime, weekends, holidays or other non-scheduled hours as required.
- Must meet CAL-OSHA respiratory facemask requirements.
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility, to respond to emergency situations in off hours as required, and to carry a cell phone.

Job Status: Non-Exempt
Date Modified: July 2022