



# MARIN MUNICIPAL WATER DISTRICT

## Senior Distribution System Operator

### **DEFINITION**

Under direction oversees and participates in the work of a single unit engaged in monitoring, inspecting, adjusting, and maintaining District water distribution facilities systems in the office and at field locations; performs radio and telephone dispatch for District personnel and consumers; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey-level position in the Distribution System Operator series. Incumbents are expected to handle complex problems associated with the daily operation of the water distribution system; and to exercise lead direction over lower level positions, including training of Distribution System Operators.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- Operates and monitors the water distribution system using a modern SCADA (Supervisory Control and Data Acquisition) system;
- analyzes data obtained from the SCADA system in order to correct abnormal conditions in the water system;
- performs routine maintenance to SCADA system peripherals, such as changing printer paper, ribbons or cartridges;
- uses both hard copy maps and computerized GIS (Geographic Information Systems) data to analyze and correct system problems;
- performs field inspections, adjustments and maintenance of pumps, tanks and valves at water distribution facilities;
- receives and analyzes consumer and system problems, dispatches the appropriate District personnel;
- operates a computer based radio/telephone communication console;
- plans, assigns, and oversees the work of a work unit responsible for monitoring and operating The District's water distribution system;
- trains and monitors the work of Distribution System Operators;
- provides performance feedback in preparation of employee performance evaluations;
- follows and enforces applicable safety rules and regulations;
- prepares clear and concise records and reports.

## **QUALIFICATIONS FOR EMPLOYMENT**

Knowledge of:

- Basic hydraulics as it applies to the operation of a water distribution system;
- codes, standard terms, and common practices associated with a water distribution system;
- geography and landmarks associated with the District's service area;
- radio and telephone dispatch procedures;
- PC (personal computer) software applications, including operating systems, word processing, spreadsheets, and enterprise systems;
- basic principles and practices of team building, job coaching, directing and training of employees;
- principles and practices of work safety;
- English usage, spelling, punctuation, and grammar.

Ability to:

- Operate and understand a variety of computer programs;
- read and understand schematic drawings and hard copy maps;
- analyze data obtained from a variety of sources;
- plan, coordinate, and schedule the work of others;
- oversee, train, and provide input to the evaluation of personnel;
- perform field inspections, adjustments and maintenance at water distribution facilities;
- recognize unusual operating conditions and take appropriate action;
- analyze work problems and develop effective solutions;
- obtain information through questioning and to deal firmly and courteously with the public;
- establish and maintain effective working relationships with those contacted in the course of work;
- prepare clear and concise records and reports;
- understand and carry out written oral instructions;
- work on an "on call" basis for emergency situations;
- depending upon job assignment, drive vehicle;
- travel to alternative work locations and offsite meetings.

Training and Experience: Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent; and
- two years of increasingly responsible experience as a journey level Distribution System Operator, or performing similar job duties in the operation of a "D4" or "D5" water distribution system.

## **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."
- Work on an "on call" basis for emergency situations;
- willingness to work weekends, holidays and varying shifts, as the operation requires;

- field experience and familiarity with terms, practices, and procedures common to the water industry preferred.

### **LICENSES AND/OR CERTIFICATIONS**

- Depending on job assignment, possession of or the ability to obtain an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record;
- possess a California Department of Health Services (DOHS) Grade 3 Distribution Operator Certificate.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages or equipment weighing up to 10 to 25 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

Employees who drive on District business to carry out job-related duties must possess a California driver's license for the class of vehicle driven and meet automobile insurability requirements of the District including review of a recent DMV history. In order to drive and depending on job assignment, individuals must be physically capable of operating the vehicles and equipment safely.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: July 1995  
Revised: October 2008  
Approved by: Human Resources Manager