



# ROWLAND WATER DISTRICT

## SENIOR WATER SYSTEMS OPERATOR

### **Definition**

Under general direction of the Operations Superintendent or the Water Systems Supervisor, the primary duties and responsibilities of this position involve performing the following: coordinating and administrating the District's cross-connection control program, operating, maintaining and repairing potable and recycled water transmission and distribution pumping and storage systems; monitoring and maintaining water quality standards; and performing other related duties as required.

### **Example of Duties**

Duties may include but are not limited to the following:

- Perform site surveillance for backflow and cross-connection control.
- Perform site surveys for the conversion of irrigation and industrial process systems from potable water to recycled water.
- Work with a variety of regulatory agencies in the day-to-day operation and expansion of the District's recycled water distribution system.
- Performs testing and repair of backflow devices.
- Coordinate mailings of backflow testing notices and follow-up notifications.
- Assist in the preparation of correction letters and performance of follow-up inspections.
- Perform inspection of recycled water sites for proper signage and proper operation of irrigation and industrial process systems.
- Maintain accurate records of sites using recycled water.
- Perform onsite supervisor training for recycled water sites.
- Control daily operational functions of potable and recycled water distribution and storage systems.
- Stay current with water quality regulations and work cooperatively with other District personnel to ensure compliance with water quality regulations, standards and objectives.
- Collect and analyze water quality data and prepare mandatory chemical and microbiological reports.

### **Example of Duties (Continued):**

- Utilize appropriate safety equipment and procedures in the performance of duties.
- Respond to emergency situations on an “as needed” basis.
- Perform Water Systems Supervisor duties in his/her absence.
- Perform other tasks as assigned.

### **Typical Physical Activities**

Physical activities may include but are not limited to:

- Operate various types of District vehicles used in daily field operations.
- Must be able to carry, push, pull and lift equipment or parts weighing up to 90 pounds.
- Perform procedural tasks in environments which may involve exposure to chemicals typically used in water transmission and distribution.
- Entry into various degrees of permitted confined spaces and climbing ladders to heights up to 50 feet.
- Extended or intermittent periods of walking, climbing, lifting, bending, pulling and/or pushing, grasping, reaching, stooping, crouching, sitting or standing.
- Work in inclement weather and environments exposed to heat, noise, dust and dirt.
- Occasionally walk on uneven terrain in an outdoor environment.
- Communicate orally with District management, co-workers, and the general public in face-to-face, one-on-one settings.
- Use two-way radio for communication.
- Hearing and vision within normal ranges.

### **Ability to**

- Accurately read and interpret meters, gauges, instruments and charts.
- Maintain, repair or facilitate repairs to water system facilities, pumps, motors, IC engines, reservoirs, meters, telemetering equipment.
- Read and interpret engineered drawings.
- Prepare and maintain accurate and complete records and reports.
- Communicate diplomatically and knowledgeably with District employees and the general public.
- Perform mathematical calculations.
- Collect and handle water quality samples and interpret laboratory analysis reports.
- Operate motorized vehicles and power driven equipment.
- Employ practical writing and computer skills.

## **Desirable Education and Experience**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High school graduation or equivalent, supplemented by college level course work in water production and storage.

Five years combined experience in operating and maintaining complex water systems with increasing responsibilities for water supply, water distribution and water quality.

## **Certification**

- Certification as a State of California, Division of Drinking Water, Grade D3 Water Distribution Operator.
- Certification as a State of California, Division of Drinking Water, Grade T2 Water Treatment Operator.
- Certification as an AWWA CA/NV Section Backflow Prevention Assembly – General Tester.
- Certification as an AWWA CA/NV Section Cross-Connection Control Program Specialist or equivalent.

## **Special Requirements**

Possession of a valid California driver's license (Class C) issued by the California Department of Motor Vehicles with satisfactory evidence of a good driving record. This position's driving record must be free of multiple or serious traffic violations or accidents for a minimum of two years and cannot adversely affect the District's automobile liability insurance.

Ability to pass a pre-employment physical, including pulmonary function test and drug screen. Must pass periodic medical re-evaluations, which may include random drug and alcohol screening and determination as to fitness for respirator use. The District will also conduct a comprehensive pre-employment background investigation.

Required to be on stand-by duty status for a continuous period of seven (7) days at scheduled intervals throughout the year. Stand-by duty status requires regular verification of potable and recycled water system conditions and the immediate response to emergency alarms and call outs.

In order to respond to emergencies in a reasonable time period, this position requires that the employee must be capable of responding and reporting to the District service area boundaries within thirty (30) minutes, given moderate traffic conditions, to any call to service. Travel time from employee's residence shall be estimated by Google Maps or some equivalent software and approved by employee's supervisor.

This position serves a mandatory six-month probationary period.

**Overtime Assignments**

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

**Fair Labor Standards Act**

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, “non-exempt” position.

**Equal Opportunity Employer**

Rowland Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status or sex.

**Americans With Disability Act**

The District will make such reasonable accommodations to enable persons with disabilities to fulfill the requirements of the position in accordance with the American’s With Disabilities Act of 1990.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

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

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Employee Signature

Date

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Supervisor Signature

Date