



THE METROPOLITAN WATER DISTRICT  
OF SOUTHERN CALIFORNIA

## SYSTEM OPERATIONS TECHNICIAN

<b>Group-Section:</b> Water System Operations Group	<b>FLSA Status:</b> Non-Exempt <b>Bargaining Unit:</b> AFSCME	<b>Salary Grade:</b> 48 <b>Job #:</b> XA55
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### JOB SUMMARY

This is the journey level position performing System Operations Technician job duties.

### DISTINGUISHING CHARACTERISTICS

Positions at this level are fully competent and apply the full range of specialized skills and job knowledge in area of specialization; adapts procedures, operations, techniques, tools, materials, and/or equipment to meet needs of area of specialization. Uses judgment in interpreting and adapting guidelines such as policies, regulations, precedents, and work directions for application to specific cases or problems. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. Coordinates with other disciplines.

### OVERSIGHT

**Supervision Received:** The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

**Supervision Given:** None

### JOB DUTIES

1. Conducts analyses of technical issues, studies, tests, and research; prepares reports and makes recommendations.
2. Assists with developing and updating standards, procedures, guidelines, and manuals; may develop technical training materials.
3. Pre-schedules water deliveries affecting interconnected and other agencies and adjusts real-time water schedules.
4. Pre-schedules power generation for Metropolitan's hydroelectric power plants and adjusts real-time power schedules.
5. Performs pre-schedule and real-time wholesale power scheduling and purchasing for Metropolitan's pumping plants with other electric utilities and private power entities; performs electronic tagging procedures to track transactions regarding the purchase of electricity.

6. Reviews, prepares, or approves work, outage, and testing requests. Develops operational plans and strategies in support of work outages and testing.
7. Reviews shutdown reports for completeness and accuracy; assists with evaluating impacts on system operations.
8. Reviews and approves high voltage switching and water system valving instructions. Assists with preparing Metropolitan and interagency high voltage switching and water system valving instructions.
9. Assists with monitoring, validating, troubleshooting, and adjusting the Automatic Meter Reading system.
10. Provides emergency response within area of responsibility.
11. Performs other related System Operations Technician job duties as required.

## **EMPLOYMENT STANDARDS**

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** High school diploma or General Education Development test (GED) and eight years of increasingly responsible water distribution operations experience; or two years of experience as a MWD System Operator, three years of experience as a MWD Operations and Maintenance Technician IV (Electrical or Mechanical), or three years of experience at the journey level in the area of Instrumentation and Control Systems in a MWD classification.

**Required Knowledge of:** Supervisory Control and Data Acquisition systems; applicable rules, regulations, and safety protocols; hydraulic calculations; and current office technology and equipment.

**Required Skills and Abilities to:** Read and understand hydraulic plans and profiles; read and understand electrical schematics; review the Supervisory Control and Data Acquisition system data to accurately trend for advanced water and power pre-schedules; prepare and make presentations; prepare clear and concise reports; organize; analyze, troubleshoot; use independent judgment and exercise discretion; problem solve; prioritize and multi-task; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work independently and in a team environment; and operate current office equipment including computers and supporting applications.

## **CERTIFICATES, LICENSES, AND REGISTRATION REQUIREMENTS**

Employees in this position will be required to obtain and maintain the following certifications, licensing, and registrations:

### **Certificates**

- High voltage switching and Valving certification
- State of California Water Treatment Certification Grade II or
- State of California Water Distribution Certification Grade II

### **Licenses**

- Valid California Class C Driver License that allows you to drive in the course of your employment

### **Registrations**

- None

## **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS**

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the job duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job duties.

**Physical Demands:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

**Work Environment:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

**Vision Requirements:** Color vision (ability to identify and distinguish colors)