



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

AQUEDUCT AND POWER DISPATCHER

Group-Section: Water System
Operations Group

FLSA Status: Non-Exempt
Bargaining Unit: AFSCME

Salary Grade: 45
Job #: TA12

JOB SUMMARY

This is a journey level position performing Aqueduct and Power Dispatcher 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.

OVERSIGHT

Supervision Received: The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists 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: May act in lead role during normal and emergency operations. May coordinate and review work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. Ensures the reliable, safe and efficient delivery of Colorado River water based on short and long term operational parameters and strategies. Monitors and controls water elevations in canals and reservoirs, status of pump plants, and high-voltage transmission systems using a Supervisory Control and Data Acquisition system. Schedules starts and stops of plant operating units to coordinate aqueduct deliveries. Dispatches appropriate personnel for routine and emergency operations.
2. Plans and implements Colorado River Aqueduct load schedules and selection of pumps for optimum aqueduct operations.
3. Coordinates and prioritizes critical equipment availability based on operating strategies to facilitate maintenance, shutdown related requests, and requests from utilities and other entities.
4. Reviews, approves and/or prepares, coordinates, and implements high-voltage switching, water system valving instructions, and issues and receives clearances in compliance with Metropolitan's System Operating Orders. Implements hot-line switching orders.

5. Directs and coordinates routine and emergency high-voltage switching throughout the Colorado River Aqueduct transmission system including interconnecting agencies from origination through implementation.
6. Monitors and controls invasive species abatement system in the Colorado River Aqueduct.
7. Prepares reports and maintains logs and records of daily system operations.
8. Responds to system emergencies including hazardous material spills and is familiar with Metropolitan's Emergency Response Plan.
9. Monitors access to Metropolitan facilities to ensure appropriate utilization.
10. Performs other related Aqueduct System Dispatcher job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Two years of experience at the level of Water Treatment Plant Operator II; or four years full-time experience in the operation and maintenance of electrical systems; one of which must have been in a directly related field; or five years of experience as a Pump Plant Maintenance Operator II.

Required Knowledge of: Metropolitan's Energy Management System; interconnected, wide-area system high voltage switching; Colorado River Aqueduct pump plant operations; emergency response procedures; electrical and mechanical concepts; mechanical systems related to large rotating equipment; water and power distribution concepts; System Operating Orders Manual; Water conveyance systems; water system hydraulic principles; principles of load, transmission and scheduling; Supervisory Control and Data Acquisition system; water system mathematics; safe work practices; and current office technology and equipment.

Required Skills and Abilities to: Operate a Supervisory Control and Data Acquisition system; Analyze operational conditions and take appropriate actions; work in a high volume and fast paced environment; 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 REGISTRATIONS REQUIREMENTS

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

Certificates

- High Voltage Switching Certification before completion of probationary period

Licenses

- Valid California Class C Drivers License or its equivalent that allows you to drive in the course of your employment

Job Title: Aqueduct and Power Dispatcher

Job Code: TA12

Adopted: 03/11/13

Revised: 7/22/14

Supercedes: 03/11/13

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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 requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as personal computers and record boxes. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress that require a range of safety and other precautions, e.g., irritant chemicals, electrically energized equipment including high voltage systems.

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

Expectations of Hours of Service, Emergency and Stand-by Service: Employees in this position may be required to work rotating shifts and/or stand-by service to address operational needs and emergencies as required. May be required to work extended periods away from the normal reporting location.