



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

ASSISTANT SYSTEM OPERATOR

Group-Section: Water System Operations/Operations and Planning	FLSA Status: Non-Exempt Bargaining Unit: AFSCME	Salary Grade: 41 Job Code #: TA15
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JOB SUMMARY

This is the intermediate level performing Assistant System Operator job duties.

DISTINGUISHING CHARACTERISTICS

Positions at the intermediate level apply basic skills while developing specialized skills in procedures, operations, techniques, tools, materials, and equipment while assisting higher level System Operators in the efficient operation of the conveyance and distribution system. Work assignments are routine in nature, requiring limited judgment and decision making. Specific and detailed guidelines covering all aspects of the assignment are provided; work is in strict adherence to the guidelines and parameters; deviations must be authorized. The work consists of tasks that are clear-cut and directly related.

OVERSIGHT

Supervision Received: For both one-of-a-kind and repetitive tasks the supervisor makes specific assignments that are accompanied by clear, detailed, and specific instructions. The employee works as instructed and consults with the supervisor as needed on all matters not specifically covered in the original instructions or guidelines. For all positions, the work is closely controlled. For some positions, the control is through the structured nature of the work itself; for others, it may be controlled by the circumstances in which it is performed. In some situations, the supervisor maintains control through review of the work, which may include checking progress or reviewing completed work for accuracy, adequacy, and adherence to instructions and established procedures.

Supervision Given: None

JOB DUTIES

1. Learns and assists with using short and long term operational parameters, plans, and strategies to ensure proper water flows, storage, blends, and hydraulic grades are maintained for optimum system operations and power production.
2. Learns and assist in operating and monitoring Metropolitan's water conveyance and distribution system using a Supervisory Control and Data Acquisition System to ensure deliveries to member agencies.
3. Assists with notifying appropriate personnel of operational problems.
4. Learns and assists with confirming water schedules and ensuring deliveries to and from agencies and other entities.
5. Learns and assists with operation of Metropolitan's hydroelectric power plants to optimize power production and meet generation schedules.
6. Learns and assists with responding to system emergencies in compliance with Metropolitan's Emergency Response Plan.

7. Learns and assists with creating and maintaining records, reports, and logs associated with a water conveyance and distribution system.
8. Performs other System Operator related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or general education development test (GED) and two years experience in a water treatment plant or distribution system.

Required Knowledge of: Water conveyance and distribution systems; water system hydraulic principles; regulations related to water treatment and distribution; water system mathematics; safe work practices; and current office technology and equipment.

Required Skills and Abilities to: Learn and operate a Supervisory Control and Data Acquisition system; communicate both orally and in writing; multi-task; prioritize; work independently and as part of a team; work in a high volume and fast paced environment; and operate current office equipment including computers and supporting applications.

CERTIFICATIONS, LICENSES AND REGISTRATION REQUIREMENTS

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

Certificates:

- A State of California D2 Water Distribution Operator Certification or
- A State of California T2 Water Treatment Operator Certification

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.

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.

Physical Demands:

The work at times is sedentary. Typically, the employee may sit comfortably to do the work. However, the work may require some physical exertion such as periods of standing; walking; recurring bending, crouching, stooping, stretching, reaching, or similar activities. The work may require specific, but common, physical characteristics and abilities such as above-average agility and dexterity.

Work Environment: The work environment may require some field operations for training and observation purposes, and may involve 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, or similar situations where conditions cannot be controlled.

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