



MARIN MUNICIPAL WATER DISTRICT

DISTRIBUTION SYSTEM OPERATOR

DEFINITION

Under general supervision, monitors, inspects, adjusts and performs maintenance tasks at the District's SCADA (Supervisory Control and Data Acquisition) control room and other water distribution facilities; performs radio and telephone dispatch for District personnel and consumers; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the journey-level position in which incumbents are expected to handle complex problems associated with the daily operation of the water distribution system and assist with the training of new Water Distribution Operators. As a condition of employment, employees in Distribution System Operator positions are required to pursue the training and education necessary to maintain a current Grade 3 Water Distribution System Operator's Certificate issued by the California Department of Public Health (CDPH).

EXAMPLES OF DUTIES

- Operates and monitors the water system using a modern SCADA 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;
- receives and analyzes consumer and system problems, dispatches the appropriate District personnel;
- operates a computer based radio/telephone communication console;
- maintains a computer based radio/telephone log and related computer programs;
- installs and operates emergency system bypass lines, regulator systems and pumping systems;
- performs inspections, adjustments and maintenance at water distribution facilities;
- follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Operation of pumps and motors;
- methods, materials and equipment used in the operation of a water distribution system;

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- basic hydraulics as it applies to the operation of a water distribution system;
- PC (personal computer) software applications, including operating systems, word processing, spreadsheets, and enterprise systems;
- geography and landmarks associated with the District's service area;
- radio and telephone dispatch procedures;
- English usage, spelling, punctuation, and grammar;

Ability to:

- Understand the operation of pumps and automatic valves;
- operate and understand a variety of computer programs;
- analyze data obtained from SCADA (Supervisory Control and Data Acquisition
- read and interpret SCADA graphics and distribution system diagrams ;
- work effectively and use sound judgment during major system failures caused by pipeline ruptures or natural disaster;
- analyze problems and take appropriate action within established guidelines;
- communicate tactfully and effectively with the public and District personnel;
- understand and carry out written and oral instructions;
- maintain accurate records and logs;
- travel to off-site work locations depending upon job assignments.

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' experience as a Water Distribution Operator.

CERTIFICATION AND LICENSE REQUIREMENTS:

- Possession of a current "D3" Distribution Operator Certificate issued by the California Department of Public Health (CDPH).
- Possession of an appropriate California driver's license issued by the State
- Department of Motor Vehicles and satisfactory driving record.

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." (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100-3109);
- work on an "on call" basis for emergency situations;
- field experience and familiarity with the terms, practices and procedures common to the water industry preferred.

- willingness to work any day and any 8, 10 or 12 hour shift within a 24-hour period as assigned, including holidays, weekends and overtime as needed.

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, distinguish color, 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, 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: August 1998
Revised: March 2010 (IM)
Approved by: Human Resources Manager