



## Distribution System Operator Trainee

### **DEFINITION**

Under 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**

The Distribution System Operator Trainee is a training-level class in the Distribution System Operator series. Incumbents are considered operators-in-training and are under the general supervision of a qualified Distribution System Operator, the Assistant Superintendent of Operations, or the Superintendent of Operations. As a condition of employment, individuals in Distribution System Operator Trainee positions are required to pursue the training and education necessary to obtain a Grade 3 Water Distribution System Operator's certificate issued by the California State Department of Health Services (DOHS). Should an incumbent fail to obtain the required certification within the allotted time period, the employee shall be terminated without the right of appeal.

Positions in the Distribution Systems Operator class series are flexibly staffed; positions at the Distribution Systems Operator level are normally filled by advancement from the Distribution Systems Operator Trainee level; progression to the Distribution Systems Operator level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Distribution Systems Operator level.

### **EXAMPLES OF DUTIES**

Typical duties may include but are not limited to the following:

- 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 GIS (Geographic Information Systems) data to analyze and correct water system problems;
- receive and analyzes consumer and system problems, and dispatch the appropriate District personnel;
- operates a computer based radio/telephone communication console;
- maintains a radio/telephone log and related computer programs;
- perform inspections, adjustments and maintenance at water distribution facilities;
- installs and operates emergency system bypass lines, regulator systems and pumping systems; and
- 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;
- basic hydraulics as it applies to the operation of a water distribution system; and
- geography and landmarks associated with the District's service area.

Ability to learn to:

- Understand the operation pumps and automatic valves;
- operate and understand a variety of computer programs;
- analyze data obtained from SCADA (Supervisory Control and Data Acquisition) system;
- read and interpret SCADA graphics and distribution system diagrams;
- work effectively and use sound judgement during major system failures caused by pipeline ruptures or natural disasters;
- 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; and
- maintain accurate records and logs.

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
- One-year of work experience that includes substantial public contact and obtaining information from a computerized database preferred.

**INTERNAL PROMOTIONAL CRITERIA:**

- For non-competitive internal promotional criteria, please refer to the Flex Criteria Matrix for the applicable classification series.

**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."
- Work on an "on call" basis for emergency situations.
- Willingness to work on weekends, holidays and varying shifts, as the operation requires;
- field experience and familiarity with the terms, practices and procedures common to the water industry preferred.

**LICENSES AND/OR CERTIFICATIONS**

- Possession of a valid D1 Distribution Operator certification issued by the California State Water Resources Control Board (SWRCB) is required within eight (8) months of the date of hire.
- Pass a California State Water Resources Control Board (SWRCB) D3 Distribution Operator test, within twenty-four (24) months of the date of hire.

- Possession of a valid D3 Distribution Operator certification issued by the California State Water Resources Control Board (SWRCB) is required within thirty-six months (36) of the date of hire.
- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

#### **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: June 2001  
Revised: September 2006, November 2021  
Approved by: Human Resources Manager