

Water Authority Position Description

CONTROL SYSTEMS OPER WATER REC

Status	Position Code	Level	Date
APPROVED	CSOR	M25	Mar 2017

Job descriptions are intended to present a general list of the tasks/duties performed by employees within this job Classification. Job Descriptions are not intended to reflect all duties performed within the job.

POSITION SUMMARY

MONITOR AND INTERACT WITH AUTOMATED SYSTEMS (CMMS, SCADA) AND OTHER SYSTEMS AND PROCEDURES TO ENSURE EFFICIENT PRODUCTION, TREATMENT AND TRANSFER OF WASTE WATER.

MIN EDUCATION & EXPERIENCE REQ

HIGH SCHOOL DIPLOMA OR GED, PLUS FOUR (4) YEARS EXPERIENCE OR POST SECONDARY EDUCATION IN WASTEWATER COLLECTIONS/TREATMENT, AND/OR DRINKING WATER DISTRIBUTION/TREATMENT.

ADDITIONAL REQUIREMENTS

POSSESSION OF, OR ABILITY TO OBTAIN AND MAINTAIN A VALID AUTHORITY OPERATOR PERMIT (AOP)
 POSSESSION OF A VALID NEW MEXICO DRIVER'S LICENSE. REQUIRES AN ANNUAL PULMONARY FUNCTION TEST (PFT) POSSESSION OF A NEW MEXICO WASTEWATER CERTIFICATE, LEVEL III AT TIME OF HIRE. MUST OBTAIN LEVEL IV WITHIN ONE (1) YEAR

SUPERVISION RECEIVED/EXERCISED

RECEIVES GENERAL SUPERVISION FROM THE CENTRAL CONTROL SUPERVISOR OR THE WATER RECLAMATION SHIFT SUPERVISOR OR OTHER SUPERVISORS AND/OR MANAGERS.

ESSENTIAL FUNCTIONS

1. MONITOR, ADJUST AND MAINTAIN PLANT PROCESSES TO ENSURE CORRECT AND PROPER SYSTEM PERFORMANCE. INVESTIGATE SYSTEM ALARMS, DETERMINE CAUSE AND TAKE PREVENTIVE ACTION IN COMPLIANCE WITH APPLICABLE RULES AND REGULATIONS, KEEP ACCURATE RECORDS AND LOGS ON ALL ACTIVITY.
2. RELAY INFORMATION TO FIELD STAFF INVOLVED IN THE DIAGNOSIS AND REPAIR OF ELECTRONIC, ELECTRICAL, MECHANICAL PROBLEMS. KEEP IN CONTACT WITH CREWS.
3. OBSERVE ELECTRICAL AND MECHANICAL SYSTEMS OPERATIONS AND IDENTIFY EQUIPMENT MALFUNCTIONS AND TAKE APPROPRIATE ACTION TO RESTORE CORRECT OPERATIONS. KEEP HIGHER LEVEL MANAGEMENT INFORMED OF SENSITIVE ISSUES AND RESOLUTIONS.
4. KEEP IN CONTACT WITH FIELD STAFF. NOTIFY STAFF OF NEEDED EMERGENCY RESPONSE.
5. MONITOR SECURITY SYSTEMS ON FACILITIES AND OPERATIONS AND PERFORM RELATED SECURITY FUNCTIONS.
6. INITIATE WORK ORDERS. FILE CONTROL RECORDS AND PRODUCE A VARIETY OF REPORTS.
7. RESPOND TO PUBLIC INQUIRIES IN A COURTEOUS MANNER. PROVIDE INFORMATION WITHIN THE AREA OF ASSIGNMENT. RESOLVE COMPLAINTS IN AN EFFICIENT AND TIMELY MANNER.
8. ENSURE ADHERENCE TO SAFE WORK PRACTICES AND PROCEDURES AND ARE REQUIRED TO PARTICIPATE IN RESPONSE AND REMEDIATION TO PLANT EMERGENCIES INCLUDING ACCIDENTAL RELEASES OF HAZARDOUS AND TOXIC CHEMICALS SUCH AS CHLORINE, HYDROGEN PEROXIDE AND SULFUR DIOXIDE.
9. OPERATE AS CHIEF OPERATOR ON SITE IN THE ABSENCE OF THE SHIFT SUPERVISOR.

SUPPLEMENTAL FUNCTIONS

1. RESPOND TO PUBLIC QUESTION AND INQUIRIES.
2. DETERMINE WHEN OVERTIME PERSONNEL ARE REQUIRED TO RESPOND TO AFTERHOURS PROBLEMS.
3. PERFORM RELATED DUTIES AND RESPONSIBILITIES AS REQUIRED.

PREFERRED KNOWLEDGE

SYSTEM PHYSICAL LAY-OUT AND THE CAPABILITY AND FUNCTIONS OF ASSOCIATED PROCESSES AND MECHANISMS
CHEMICAL FEED CALCULATION
MODERN ELECTRONIC DEVICES INCLUDING SCADA SYSTEMS
OPERATING CHARACTERISTICS OF ELECTRONIC COMPONENTS
PRINCIPLES AND PRACTICES OF INSTRUMENTATION CALIBRATION AND ALIGNMENT PROCEDURES
OPERATIONS, SERVICES AND ACTIVITIES OF A WATER AND/OR WASTEWATER TREATMENT SYSTEM
PRINCIPLES AND PROCEDURES OF WASTEWATER OR WATER TREATMENT PLANT OPERATIONS
MATHEMATICAL PRINCIPALS AND CALCULATIONS IN WATER OR WASTEWATER TREATMENT
MODERN OFFICE PROCEDURES, METHODS AND COMPUTER EQUIPMENT
WATER AND WASTEWATER TREATMENT REGULATIONS AND PERMIT LIMITS INCLUDING NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)

PREFERRED SKILL/ABILITY

FORESEE PROBLEMS WITH FLOW, PRODUCTION, AND TRANSFER OF WATER BEYOND SOFTWARE CONTROL CAPABILITY
USE RADIO COMMUNICATIONS TO DIRECT FIELD CREWS IN RESPONSE TO WATER SYSTEM ISSUES
MANIPULATE THE WATER PUMPING SYSTEM TO ENSURE ADEQUATE WATER SUPPLY THROUGHOUT THE AUTHORITY
COORDINATE SYSTEM REPAIRS WITHOUT INTERRUPTION OF SERVICE TO WATER CUSTOMERS
MONITOR AND CONTROL WATER SYSTEM SCADA WHICH INCLUDES WELLS, BOOSTER PUMPS, AND RESERVOIRS
CALCULATE CHEMICAL FEED RATES AND ESTIMATE AMOUNT OF CHEMICALS NEEDED TO ACHIEVE DOSE RATES
COORDINATE WELL SAMPLING WITH ASSIGNED STAFF
CALCULATE VOLUMES AND ESTIMATE FLOWS AND THE TIME REQUIRED TO FILL A RESERVOIR

MAINTAIN DETAILED RECORDS AND PREPARE CLEAR AND CONCISE REPORTS
COMMUNICATE CLEARLY AND CONCISELY, BOTH ORALLY AND IN WRITING
ANSWER QUESTIONS AND INQUIRIES FROM THE GENERAL PUBLIC
ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS WITH THOSE CONTACTED IN THE COURSE OF WORK
OPERATE AND MAINTAIN TREATMENT PLANT FACILITIES
OPERATE PLANT EQUIPMENT AND APPROPRIATE VEHICLES
OPERATE OFFICE EQUIPMENT INCLUDING COMPUTERS
UNDERSTAND AND FOLLOW ORAL AND WRITTEN INSTRUCTIONS

WORKING CONDITIONS

OFFICE AND FIELD ENVIRONMENT; EXPOSURE TO COMPUTER SCREENS

PHYSICAL REQUIREMENTS

MAINTAIN PHYSICAL CONDITION APPROPRIATE TO THE PERFORMANCE OF ASSIGNED DUTIES AND RESPONSIBILITIES SUCH AS: SITTING, WALKING OR STANDING FOR PROLONGED PERIODS OF TIME; MODERATE OR LIGHT LIFTING, OPERATING MOTORIZED VEHICLES.

MAINTAIN EFFECTIVE AUDIO-VISUAL DISCRIMINATION AND PERCEPTION NEEDED FOR MAKING OBSERVATIONS, COMMUNICATING WITH OTHERS, READING, WRITING AND OPERATING ASSIGNED EQUIPMENT.