JOB DESCRIPTION

Coachella Valley Water District

Date: July 2010

TITLE: SUPERVISORY CONTROL OPERATOR TRAINEE

SECTION: Supervisory Control

DEPARTMENT: Service

SRN: A - 18

REPORTING RELATIONSHIP: Reports to Zanjero Supervisor

DEFINITION:

Under immediate supervision to learn the operation of district telemetry system. Among these are to control the flow of water through the main canal and subsequent distribution lines; to monitor and operate sanitation lines and lift stations; To monitor and operate flows, pressures, wells, boosters and reservoirs in the domestic water distribution system; to monitor weather, earthquake, storm water and emergency operations; to be responsible for the security of district headquarters, operations buildings and structures during and after normal work hours; to dispatch emergency personnel and equipment when required; to tactfully give customer service and relay information between departments over the phone and radio systems.

ESSENTIAL FUNCTIONS:

1. Reads and evaluates data on the district’s computer controlled system.

2. Monitors water levels at gate openings and lateral turnouts.

3. Adjusts water levels and flow throughout the distribution system by operating the supervisory control and data acquisition (SCADA) computer.

4. Monitors and makes adjustments in reservoir levels, hydro tank pressures, well pumps and boosters.

5. Monitors the district two-way radio and maintains a radio log by computer input; dispatches personnel and equipment on emergency and other related calls from 1700 to 0800 hours, recording messages and providing information when able to do so. Creates work Orders & requests though Sungard.

6. Operates and monitors security alarm system in district buildings; controls access to the district headquarters after normal work hours; logs entrance to buildings after normal work hours.

7. Monitors sanitation plant water level alarms to prevent plant flooding.

8. Must be available to work rotating shifts, weekends, and holidays.
MINIMUM QUALIFICATIONS:

Knowledge of:  
- Basic principles of hydrography  
- Basic mathematics as applied to analyzing computer data  
- Operation of two-way radio system  
- Basic computer operation  

Ability to:  
- Effectively and efficiently operate the SCADA system  
- Determine and adjust the rate of water flow throughout the irrigation system  
- Identify problem areas in the irrigation system, hydro tank pressures, well pumps and booster, and water levels in sanitation facilities  
- Maintain responsibility for district facilities after normal work hours  
- Analyze a variety of situations and take effective corrective action  

Experience:  A typical way to obtain this knowledge and ability would be to have one year of experience in working with water distribution systems.

PHYSICAL REQUIREMENTS:

Driving: None.

Sit for prolonged periods of time operating a computer workstation.

Kneeling, Stooping (filing), carry boxes under 10 pounds.

See Human Resources for physical assessment form.