



CRESCENTA VALLEY WATER DISTRICT OPERATIONS & TELEMETRY TECHNICIAN I

SUMMARY DESCRIPTION

The Operations & Telemetry Technician I performs a wide variety of functions meant to support the Crescenta Valley Water District's mission and vision while supporting the District's organizational values. This is a hybrid position representing the District's vision for a holistic approach to operations, serving System Operations, Telemetry, and Water Quality. Time allocated between the teams will be determined according to organizational need and priorities. This position requires a person who is deliberate about teamwork and professionalism, is flexible, can work independently, is a good listener, and can express ideas and exercise good judgement in analyzing situations and making decisions.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. However, incumbents may be required to perform additional and/or different duties to address business needs and changing business practices.

SYSTEM OPERATIONS

- Collect routine water samples; perform analysis following standard laboratory procedures;
- Utilize automated, remote, and local controls for system operation;
- Utilize SCADA ("Supervisory Control and Data Acquisition");
- Operate groundwater treatment facilities;
- Maintain and service chlorination and future ammonia equipment and storage sites;
- Respond to and resolve customer water quality service requests;
- Complete daily rounds of production facilities including: wells, booster stations, reservoirs; sewer lift station and equipment; monitors safety and security of sites;
- Perform preventive maintenance of pumps, motors, regulators, valves and water meters, repair and replace various defective or worn part and equipment as needed;
- Perform miscellaneous maintenance tasks on a periodic basis, such as weed abatement, debris removal, painting, and other site repairs;
- Perform traffic control duties as assigned.

TELEMETRY/INSTRUMENTATION

- Test, troubleshoot, calibrate, repair, and perform preventive maintenance on a variety of industrial electrical and electronic systems, components and devices;
- Perform periodic electrical/electronic preventative maintenance, repair of the District's water systems equipment, motor control programmable logic controllers, networking hardware, chlorine analyzers, etc.;
- Install conduits, wire, pull boxes, switchboards, controllers, and switches required in making additions, extension or alterations in industrial electrical systems;

- Read and interpret a variety of technical manuals, charts, schematics, blueprints, and gauges to troubleshoot instrumentation equipment;
- Assist in the integration of SCADA and radio communication networks;
- Observe safe work methods and safety practices related to work

WATER QUALITY & OTHER

- Maintain and input SCADA data, field data, and other information in various databases and interactive platforms;
- Ensure adequate inventory levels of sampling and other equipment are on hand;
- Ensure chain of custody for sampling including bottle preparation;
- Perform bench-level analysis in the laboratory;
- Assist in facilitating project flow and communication between System Operations, Regulatory Affairs, and Engineering;
- Perform related duties and responsibilities as required;
- Respond to emergencies as needed.

QUALIFICATIONS

The successful candidate will reflect the District's core values as set forth in its Strategic Plan. In addition, the following generally describes the knowledge and ability required upon hire:

Ability to:

- Perform a variety of operations assignments at the water treatment plant(s).
- Operate automatic plant control systems.
- Read plant measurement and recording equipment, interpreting results while making adjustments to plant operations as needed.
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.
- Perform a variety of manual tasks such as general plumbing, painting, or light carpentry.
- Follow oral and written directions.
- Read and interpret basic maps and blueprints.
- Perform arithmetic calculations.
- Communicate clearly and concisely, both orally and in writing.
- Operate a personal computer and related software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Uphold the District's organizational values.

Knowledge of:

- Basic knowledge of operations, services, and activities of water distribution and wastewater collections systems.
- Water treatment methods, principles, and practices, including relevant math.
- Plant measurement and recording equipment.

- Methods and techniques of construction.
- Operational characteristics of mechanical equipment and tools.
- Occupational hazards and standard safety practices, including those with plant chemicals.
- Instrumentation calibration and adjustment procedures.
- Pertinent laws and regulations, including electrical codes.

LICENSES/CERTIFICATES:

- **California Department of Motor Vehicle - Driver License:** Possession of a CA State Class C driver's license. Failure to maintain such required license(s) may be cause for disciplinary action, including dismissal. The District will engage in an interactive process and explore reasonable accommodations for any applicant who cannot meet this requirement due to a disability.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for at least two (2) consecutive years.
- **State Water Resources Control Board ("SWRCB") - Water Treatment and Water Distribution Operator Certificates:** Possession of, or the ability to obtain within six (6) months from the date of employment, valid D3 and T2 certificates issued by the CDPH for work assignments in the Water Division.

EXPERIENCE AND EDUCATION:

Any combination of equivalent experience and/or education that provides the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of high school or a G.E.D. Coursework in water or wastewater courses is desirable and/or specialized training in an electrical program or apprenticeship.
- Knowledge and abilities, or two (2) years of responsible experience, performing field maintenance work involving water treatment, telemetry, and/or related distribution systems.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- **Environmental:**
 - Exposure to the sun: 50% to 100% work time spent outside and exposed to the sun.
 - Work above floor level: Some work done on ladders or other surfaces between 4 and 30 feet above the ground.
 - High temperatures: Considerable work time in hard manual labor in temperatures between 80-100 degrees.
 - Work in and around confined space entries.
 - Humidity: Work in areas with unusually high humidity.
 - Wetness: More than 10% of the work time is spent fully or partially wet.
 - Noise: Occasionally there are unusually loud sounds.
 - Slippery surfaces: Occasional works on unusually slippery surfaces.
 - Oil: Some parts of the body will occasionally come in contact with oil or grease.
 - Dust: Works in or around areas with minor amounts of dust.
 - Heights: Frequently required to climb ladders to perform reservoir maintenance and inspection.

- Irregular or extended work hours: Occasionally required to change working hours or work overtime and weekends, depending on conditions or the needs of the District.
 - Working in or around electrical panels containing 120/480 VAC.
 - Possible standby hours and rotation (upon possession of valid D3 and T2 certificates).
- Physical:
 - Operate District vehicles and equipment for the purpose of accomplishing water system construction, maintenance, and repair work.
 - Must be able to frequently carry, push, pull, reach, lift, and otherwise maneuver equipment and parts weighing up to 50 pounds or more.
 - Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
 - Works in an environment with exposure to dust, dirt, chemicals, and significant temperature changes between cold and heat.
 - Communicate orally with District staff in face-to-face/one-to-one settings.
 - Regularly uses a telephone for communication.
 - Regularly uses handheld and other reading and metering devices.
 - Use office equipment, such as computer terminals, copiers, and FAX machines.
 - Stands and walks for extended time periods.
 - Hearing and vision within normal ranges with or without correction.
 - Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate assigned equipment.
 - Hearing: Hear in the normal audio range with or without correction.