

**CLASS SPECIFICATION**

**SAN DIEGO CITY CIVIL SERVICE COMMISSION**

**ASSISTANT WATER DISTRIBUTION OPERATOR**

**DEFINITION:**

Under the lead of a Water Distribution Operator, assists in the monitoring and operation of a potable water distribution system.

**DISTINGUISHING CHARACTERISTICS:**

This is the sub-journey level class in the Water Distribution Operator series. These positions are distinguished from the next higher class, Water Distribution Operator, in that the Assistant Water Distribution Operators typically assist the "duty operator" or journey-level Water Distribution Operator, in the monitoring and operation of a potable water distribution system.

\* **EXAMPLES OF DUTIES:**

- Opens and closes valves, starts and stops pumps and otherwise monitors and regulates the flow and pressure of potable water through a distribution system, manually and via a computerized control system at a centralized monitoring station and in the field;
- Inspects, checks and calibrates equipment operated in the control and distribution systems;
- Takes readings from charts;
- Replaces charts, pens and ink;
- Completes daily logs;
- Verifies unusual readings by contacting field personnel for manual verification;
- Collects data on chemical residuals;
- Makes daily checks of potable water pump stations, meters, pressure and packing gland leakage;
- Maintains, repairs and adjusts potable water pump station equipment;
- Reports operating problems and needed repairs in accordance with standard procedures;
- Operates radio, answers telephone and refers questions to the proper resources;
- Performs related work.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Six months experience as a City of San Diego Water Distribution Operator Trainee; **Or** six months experience maintaining or operating a metropolitan potable water distribution system. Possession of a valid Grade I Water Distribution Operator or Water Treatment Operator certificate or equivalent, issued by the American Water Works Association. Possession of a valid California Class C Driver's License.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.