

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**WATER DISTRIBUTION OPERATOR - 1369**

**DEFINITION:**

Under general supervision, to monitor and serve as “duty operator” of a potable water distribution system.

**DISTINGUISHING CHARACTERISTICS:**

This is the fully experienced or journey-level class in the Water Distribution Operator series. Employees in this class are expected to perform the full range of duties assigned with only occasional instruction or assistance as new or unusual situations arise. Positions at this level may be underfilled with Assistant Water Distribution Operators or Water Distribution Operator Trainees in accordance with the City’s Career Advancement Program.

**\* 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 distribution control system at a centralized monitoring station and in the field;
- Operates automatic controls to ensure that water commitments, daily schedules, customer demand, and standard practice are met;
- 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;
- Bypasses or shuts down portions of the distribution system during emergencies or planned maintenance;
- Confers with technical and water operations staff from other divisions, departments, and agencies;
- Operates computerized distributed control systems;
- Notifies appropriate agencies and individuals of water quality problems;
- Calculates chlorine and other chemical usage and demands;
- 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;

**\* 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.

- Serves as duty operator on day, night and weekend shifts, including emergency conditions;
- 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 Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

One year of full-time experience as an Assistant Water Distribution Operator with the City of San Diego; **OR** one year of full-time experience monitoring and operating a metropolitan potable water distribution system through a Supervisory Control and Data Acquisition (SCADA) system. Possession of a valid Grade D3 or higher Water Distribution Operator certificate issued from the California State Water Resources Control Board.