

WATER SYSTEMS SPECIALIST

DEFINITION

Under general supervision, installs repairs and maintains control, data acquisition and communications systems for the water and sewer systems; coordinates the water quality monitoring program; supervises work units in the water utility division and performs related work as required.

REPRESENTATIVE DUTIES

The duties listed below are examples of the work typically performed by an employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job function for this class.

1. Monitors water system pressure, tank levels and alarms; adjusts systems settings as required.
2. Maintains activity log of the telemetry system; performs data back up and disk maintenance for telemetry computer hardware; troubleshoots and resolves computer hardware and software problems; repairs control devices and other hardware at well sites and other field locations.
3. Plans, organizes, supervises, assigns, advises, and may assist crews engaged in repair and maintenance of water wells, pumps and lift stations, backflow devices and storm drains.
4. Coordinates water quality monitoring program; schedules water sampling; compiles summary of test results; tracks test results to ensure regulatory compliance; analyzes test results tracking specific constituents; maintains database of water quality monitoring and testing.
5. Prepares monthly, quarterly and annual water quality reports; prepares written correspondence and technical reports; responds to public inquiries regarding water issues.
6. May provide computer software and hardware support for fields services; may assist with maintenance of local area networks; may troubleshoot software and hardware problems for officer personnel.
7. Provides after hours telemetry monitoring duties.

EMPLOYMENT STANDARDS

Education and/or Experience

Completion of related computer science coursework and three years of water operations experience or two years of experience in the maintenance of microcomputer software, hardware, networking systems, and peripherals or any combination of training and experience that provides the desired knowledge and abilities.

Knowledge of:

Computer hardware operations, troubleshooting, repair, and maintenance; functions and operations of microcomputers; communication systems; common commercial microcomputer software; local area networks; water hydraulics; Federal and State regulations related to water quality; principles and practices of municipal water distribution and production; water telemetry systems operations; telemetry testing equipment; and safe work practices.

Ability to:

Read and interpret equipment manuals and schematics related to computers and telemetry equipment; diagnose and resolve hardware/software problems; establish and maintain required records; prepare reports; establish and maintain effective working relationships with subordinates, the public and representatives of other agencies; use related computer applications.

Special Requirements

Possession of or ability to obtain and maintain a valid California Drivers' License.

Physical Demands

Strength, dexterity, coordination and vision to use a keyboard and computer for long periods of time; dexterity and coordination to handle files; occasional lifting of objects weighing up to 25 lbs.; moving from place to place within an office; some reaching for items above and below desk level.

WORKING CONDITIONS

Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise; temperature fluctuations due seasonal extremes of working indoors and outdoors; daily use of a computer; travel throughout the area is required.