

CENTRAL CONTROL OPERATOR II – FONTANA WATER COMPANY

CCO I Salary Range: \$30.75 per hour to \$46.05 per hour

CCO II Salary Range: \$33.27 per hour to \$48.30 per hour

CCO III Salary Range: \$35.52 per hour to \$50.55 per hour

JOB SUMMARY

Under the direction of the Water Production Superintendent or Water Production Supervisor, works a rotating shift as a Shift Operator with minimal supervision. Primary responsibility is to observe and operate the equipment that controls and monitors the operation of groundwater treatment plants, wells, booster pumps, reservoirs and automatic valves, and adjusts system operations to meet system demands.

JOB DUTIES AND ESSENTIAL FUNCTIONS

Responsible for a variety of tasks and duties which may include, but would not be limited to, the following:

- Act as Shift Operator
- Monitor SCADA system to ensure proper reservoir levels are maintained and adequate operating pressure is supplied to meet system demand.
- Generate routines regarding damaged company facilities, leaks, customer complaints, and other related subjects resulting from calls received in Central Control and deliver them to appropriate field personnel.
- Dispatch field crews under the direction of department supervisors.
- Answer phone calls and direct calls to appropriate personnel.
- Maintain a daily written log of Central Control system changes and reports from field units.
- On shifts after normal business hours, check all buildings for lighting, locked doors and general security; answer telephone calls and call departmental supervisors and on-call crews for emergency work as required.
- On shifts after normal business hours, consults with the department Supervisor and/or Superintendent as required to address system changes and dispatches Operators as required to maintain system operations.
- Maintain work area in a clean and orderly condition.
- Complete and file daily paperwork.
- Other tasks and duties as directed.

SKILLS, KNOWLEDGE, AND PHYSICAL REQUIREMENTS

Skills, knowledge and physical requirements include, but are not limited to:

- Understanding of the SCADA system equipment and operation.
- Thorough knowledge of the capacity and operating characteristics of each pumping plant and how the operation of each plant affects overall system operations.
- Good technical understanding of the hydraulic design and operation of the company's water system.
- Ability to make decisions based on the Central Control Operator's level of function and know when to confer with supervision.
- Thorough understanding of company's 100-foot maps with ability to locate company facilities on these maps and relay information to company crews in the field, as required.
- Ability to speak clearly and communicate effectively orally.
- Ability to follow oral and written instructions.
- Ability to write in a legible and accurate manner.
- Ability to react to emergency situations in a controlled manner.
- Ability to interact with supervisors, co-workers, and public in a cooperative and professional manner.
- Ability to handle customer calls in a polite and professional manner.
- Must be dependable, punctual, and have good attendance.
- Neat and presentable appearance.
- Familiarity with safety practices and procedures.
- Ability to perform repetitive physical activities, including sit, stand, walk, bend, stoop, reach, grasp, push, pull, read, write, speak and listen for extended periods of time, answer telephone, and monitor SCADA and remote telemetry systems, color determination, and lift up to 20 lbs.

EDUCATION, TRAINING AND EXPERIENCE

The following are required:

- High school diploma.
- Minimum Cert Requirements at time of hire as a Central Control Operator I must possess a SWRCB Water Distribution Operator Grade II & SWRCB Water Treatment Operator Grade II certificates and will have 12 months from date of hire to pass the SWRCB Water Distribution Operator Grade III exam or be subject to reassignment or termination. Will promote to CCOII once the Central Control Operator possess their SWRCB Water Distribution Operator Grade III certificate.
- A SWRCB Water Treatment Operator Grade III certificate desirable. If a SWRCB Water Treatment Operator Grade III certificate is obtained, will promote to a Central Control Operator III.