

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**ASSISTANT WATER DISTRIBUTION OPERATOR - 1368**

**DEFINITION:**

Under the lead of a Water Distribution Operator, assists in the monitoring and operation of a potable, recycled, and raw 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 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:**

- Assists with monitoring and operating potable, recycled, and raw water distribution systems through a Supervisory Control and Data Acquisition (SCADA) system;
- 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

- \* 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.**

recruitment. Please refer to the most recent Job Description for updated minimum qualifications: <https://www.governmentjobs.com/careers/sandiego/classspecs>.

Six months of full-time experience as a City of San Diego Water Distribution Operator Trainee; **OR** six months of full-time experience monitoring and operating a metropolitan potable water distribution system through a Supervisory Control and Data Acquisition (SCADA) System; **OR** one year of full-time experience constructing, maintaining, or repairing hydraulic control equipment such as pumps, valves, and related hydraulic facilities. Possession of a valid Grade D2 or higher Water Distribution Operator Certificate issued from the State of California. Possession of a valid California Class C Driver's License.