

WATER ACCOUNTING TECHNICIAN

Reports to: Water Accounting and SCADA Supervisor

Definition/Summary

Under general supervision of the Water Accounting and SCADA Supervisor, SCADA Specialist, and other water operations department managers, performs all functions involved in collecting, maintaining, and preparing data for District's water accounting efforts and Supervisory Control and Data Acquisition (SCADA) program. Assists with preparation of the Annual Water Measurement Report, reading and maintaining meters, and collection of other data related to water operations.

Essential Functions

- Assists with developing and maintaining the District's Water Information System.
- Assists with maintenance and operation of the SCADA system.
- Assists with performing field evaluation, inspection, and monitoring for water accounting, data collection and SCADA related jobs.
- Assists with implementing metering and measurement programs.
- Troubleshoot, maintain, and install meters; determine parts, supplies and equipment needed to make repairs, order equipment as needed.
- Assists with collection of data and preparation of *GCID Annual Water Measurement Report*.
- Performs as Water Operator when necessary.
- Assists with monitoring, maintaining, and collecting data related to District water accounting related functions.
- Collect water samples, data on test fields, record finding and input data.
- Performs a variety of activities including construction, welding, carpentry, painting, and related activities.
- Operates a variety of equipment, including hand and power tools to perform routine maintenance work.
- Loads and unloads materials and equipment.
- Establishes and maintains cooperative working relationships with co-workers and the public.
- Demonstrates regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties and responsibilities as required.

Other Duties

- Cleans and maintains shop and work areas.
- Performs preventative maintenance on assigned equipment and vehicles.
- Maintains proper work safety standards.
- Performs related duties and responsibilities as assigned.
- May learn semi-skilled, maintenance, repair, and construction work in an assigned area.
- Complies with all District policies, procedures, rules, and regulations including all safety standards.
- Performs related duties and responsibilities as required.
- Must be able to operate vehicle to travel to and from job sites.

JOB STANDARDS/SPECIFICATIONS

Knowledge of:

- Basic arithmetic and mechanical principles.
- Various computer programs including MS Excel, MS Word, MS PowerPoint, MS Access, MS Outlook, Google Earth, Adobe Reader/Acrobat.
- Basic hydraulics and water flow.
- Various types of water gates, diversions, and turnouts.
- Operations, services, and activities of irrigation water distribution systems.
- Methods used in balancing water flow.
- Geography of the local area.
- Tools and equipment used in maintaining meters, conveyance facilities, and other related tasks.
- Principles, practices, equipment, and materials used in water system construction and SCADA installation, maintenance, and repair.
- Principles, methods, and practices used in SCADA communications, control equipment installation, maintenance, and repair.
- Work safety standards and regulations.
- District policies, rules, regulations, and procedures.
- Customer service techniques.

Ability to:

- Perform tasks related to water accounting functions, SCADA operations, services, and activities of the water operations department.
- Analyze complex maintenance and operations problems.
- Program and troubleshoot various types of meters.

Ability to (continued):

- Use and operate tools, material and equipment needed to perform assigned functions.
- Work independently in the absence of supervision.
- Work in unfavorable weather conditions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain effective audio-visual discrimination and perception needed for successful job performance.
- Maintain mental capacity that allows the capability of making sound decisions and demonstrating intellectual capabilities.

Typical Physical Activities

- Ability to travel extensively by vehicle, frequently on unpaved roads, while conducting company business.
- Ability to work in an environment with exposure to dust, dirt, and hazardous materials.
- Ability to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Ability to move about on foot through uneven terrain.
- Ability to transport objects by holding them in hands or arms.
- Ability to stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Ability to reach and extend hands and arms in any direction.
- Ability
- Ability to work at a desk for an extended period of time.
- Ability to work in an environment with significant temperature changes between cold and heat.
- Ability to sit for extended time periods.
- Ability to stand and walk for extended time periods.
- Ability to communicate by radio, telephone and in person.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Use office equipment such as computers, copiers, and FAX machines.
- Hearing and vision within normal ranges with or without correction.
- Irregular or extended work hours: occasionally required to change working hours.

Environmental Factors

- Exposure to the sun: 50% or more work time spent outside a building and exposed to the sun.

- Considerable work time may be spent in all types of weather conditions: temperatures above 100 degrees, wind, wet and cold conditions, and humidity.
- May work on slippery or inclined surfaces.
- May work in or around areas with minor amounts of dust.
- Noise: occasionally may be exposed to unusually loud sounds.
- Oil: some parts of the body in contact with oil or grease occasionally.
- Dust: works in or around areas with minor amounts of dust.
- Irregular or extended work hours: occasionally required to change working hours or work overtime.

Desirable Qualifications

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience performing working in irrigation water distribution is desirable.

Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

License Certificate Registration Requirement

Driver's License: Possession of a valid California Class C Driver's License required at the time of appointment.

Ability to obtain and maintain a Class B and Class A California Driver's License, if required.