

WATER & WASTEWATER SYSTEMS CONTROL DISPATCHER II**NATURE OF WORK IN THIS CLASS:**

Operates and monitors the water & wastewater system controls to synchronize the distribution, production, collection and treatment of the water and wastewater infrastructures.

The work performed is under the guidance of the Chief Water & Wastewater Systems Control Dispatcher.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed)

Exercises functional control of field division operating personnel in carrying out the duties of dispatching water, wastewater and power operation schedules and orders to various water, wastewater and power facilities.

Responsible for water wells and water treatment plants system levels, water flows and water pressure to insure continuous adequate water supply of water to all areas of the system; monitors generation resources, power demand, frequency and control errors for efficient and proper operation.

Make entries and maintains a log of daily water levels, water flows, water pressure, generation resources, power demand frequency and control errors. Prepare work orders as necessary to address operating and maintenance issues. Prepares and issues routine switching orders and clearances.

Coordinate, direct and record all operation and maintenance activities directly impacting the system operations.

Monitor all lift stations for efficient and reliable operations.

Coordinate with the engineering and operations department on improvements needed in the system.

Coordinate the daily operations and emergency maintenance of the system and ensuring safety measures are carried out.

Address customer complaints and coordinate with the appropriate operating entity to address and resolve.

May guide and lead lower level dispatchers as assigned.

Performs other related skilled duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard principles, practices and techniques in the water and/or wastewater systems.

Knowledge of the Supervisory Control and Data Acquisition (SCADA) System for water and/or wastewater systems to direct dispatchers to ensure safe, efficient and effective water and/or wastewater systems.

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Knowledge in water and/or wastewater systems dispatching, JDE Work Order Management and Plant and Equipment Management Asset Management Module and other pertinent applications.

Knowledge of the operations of equipment at various stations, monitoring level indicators, pressure gauges, automatic and remote control devices, chemical feeders and other auxiliary equipment; makes necessary adjustments and reports unusual occurrences or malfunctions accordingly.

Knowledge of capital and operational improvement projects to recommend improvement of the water and/or wastewater systems.

Knowledge of occupational hazards with utmost safety practices and procedures

Ability to perform and lead in water and/or wastewater dispatching/control work.

Ability to read meters, gauges and diagrams and record reading and maintains operating records.

Ability to compile and log data, prepare reports and maintain records.

Ability to work under pressure and make appropriate decisions.

Ability to work effectively with the public and employees.

Ability to communicate effectively both orally and in writing.

Skilled work in the operations, installation and maintenance of a water and/or wastewater system of a utility.

Skill in the scheduling of the operation and maintenance of the water and wastewater systems.

MINIMUM EXPERIENCE AND TRAINING:

- A. Three (3) years of experience as a Water & Wastewater Systems Control Dispatcher I; or
- B. Four (4) years of work experience in a water or wastewater utility operations and certified as a level III in a water or wastewater operator; or
- C. Six (6) years of work experience in a water or wastewater utility systems operations and maintenance that includes collection, distribution, electrical, instrumentation, treatment, mechanical and meter facilities.

Note: Pursuant to PL 29-113, Section 3(c); 4GCA, Chapter 4 §4101(c) "all new employment in the service of the government of Guam shall have, as a reasonable measure of job performance, minimum requirement of high school diploma or a successful completion of General Education Development (GED) test or any equivalent education high school program, apprenticeship program or successful completion of certification program, from a recognized, accredited or certified vocational technical institution, in specialized field required for the job.

Established: April 2016

Pay Grade: Minimum: J6B; \$44,084
Maximum: J9B; \$49,675


JOSEPH T. DUENAS, Chairman
Consolidated Commission on Utilities