


NEW JERSEY  
WATER SUPPLY AUTHORITY  
JOB DESCRIPTION

  
Approval  
11/3/05  
Date

Title: Assistant Reservoir System Operator WSA

DEFINITION

Under the general supervision of the Supervising Plant Operator, Plant Operator, or higher level supervisor with the Manasquan Water Supply System of the New Jersey Water Supply Authority, operates and/or assists in the operation of the Intake Pump Station, Reservoir Pump Station, Inlet/Outlet Tower, Raw Water Transmission Pipeline and related equipment of the Manasquan Water Supply System to control the pumping of water into or release of water from the reservoir on a twenty-four hour a day, seven day a week basis. As needed provides similar preventive maintenance and operational services at the Authority's Water Treatment Plant. Monitors the reservoir dam, dike and attendant structures for irregularities and initiates proper response as required under the Manasquan Reservoir Dam Emergency Action Plan. Performs related work as required.

NOTE: The definition and examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, not all duties performed may be listed.

EXAMPLES OF WORK

As directed, monitors and controls pumping and/or release operations from the Reservoir Pump Station Main Control Panel.

During each shift, tours all Authority reservoir, pumping and treatment facilities, structures and pipelines to observe and report conditions.

As needed, initiates emergency response activities and reports to proper authorities, as stipulated in the Manasquan Reservoir Dam Emergency Action Plan, in response to observed or reported irregularities.

Monitors the operation of individual pieces of reservoir and pumping equipment, cleans traveling water screens, strainers, etc.

Performs lubrication procedures, performs regular preventive maintenance procedures, makes adjustments and minor repairs to equipment.

Participates in the preventive maintenance program for all facilities.

Coordinates activities with or takes direction from the Plant Operator, while maintaining communications at all times.

Takes water samples as required or delegated in order to monitor raw and treated water quality.

As needed, answers incoming telephone calls and maintains log of same.

Maintains two-way radio communications, utilizing base station set in the Reservoir Pump Station main control room, mobile units and portable units and maintains log of same.

Takes periodic readings of: flowmeters, river gauges, electrical gauges, motor control gauges and other recording apparatus. Maintains simple records of operations and equipment performance.

Maintains Flowmeter/Valve Chamber, Reservoir Pump Station, Intake Pump Station, Motor Control Centers, and Main Control Room and/or other facilities as assigned, in a clean and orderly condition. Performs appropriate custodial duties as needed.

Responsible for compliance with safety policies and procedures and to adhere to safe methods of job performance.

Miscellaneous related duties as required.

## REQUIREMENTS

Education - Graduation from high school or vocational school or possession of an approved high school equivalency certificate.

Experience - One year full time experience in the operation and/or maintenance and/or inspection of water supply facilities and equipment or of similar industrial equipment.

Licenses - Appointee must possess a valid motor vehicle operator's license.

### Knowledge and Abilities -

Basic knowledge of the operation of pumps, valves, and electrical/mechanical devices employed in water operations.

Basic knowledge of preventive maintenance procedures applicable to pumping or similar equipment.

Basic knowledge of hand tools and their uses.

Adequate math skills to perform basic calculations and interpret meter readings.

Ability to maintain records and logs.

Ability to take periodic readings from various types of apparatus.

Ability to understand, remember and carry out oral or written directions and to learn quickly from oral or written explanations and from demonstrations.

Ability to recognize and diagnose the causes of malfunctioning equipment and to take proper remedial actions.

Ability to maintain assigned facilities in a clean orderly manner.

Ability to perform all assignments safely by following job safe procedures, by following Authority Safety Policies and Procedures and commonly accepted safety practices, and by utilizing appropriate protective apparel and/or safety equipment, all as instructed.

Ability to read, write, speak, understand or communicate in English sufficiently to perform the duties of this position. American Sign language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they perform the essential functions of the job after reasonable accommodation is made to their known limitation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

SALARY RANGE 13: A forty (40) hour, fixed workweek position. Rotating shifts as required.