



Submit resume and cover letter by – September 30, 2019 to: Northern Water 220 Water Avenue Berthoud, CO 80513 careers@northernwater.org Preferred	Posted: September 16, 2019 By: LB Removed: By:
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Job Specifications

Control Center Operator

Division/Department: Collection Systems Department
Reports To: Lead Operator
Type of Position: Full-time Part-time
Hours: 40/week
Status: Exempt Nonexempt

General Statement

This position is responsible for the monitoring and operations of all pump plants, a hydropower plant, water control equipment and facilities, and reservoir elevations within Northern Water’s collection system area. This position is also responsible for the monitoring and operations of an additional hydropower plant and certain water distribution facilities within Northern Water’s distribution system area. Monitoring and operations activities require significant interaction with Northern Water’s SCADA system and personnel.

Duties and Responsibilities

- Coordinates the starting, stopping, and controlling of pumps and certain hydropower equipment.
- Coordinates and manages the operation of gates and valves.
- Checks functions of pumps, motors, and auxiliary equipment by observing and noting temperatures of bearings, oil, and cooling water pressures, and temperatures.
- Checks voltages, amperages, and VARs of motors and buss.
- Reads computer and SCADA graphics, charts, and instruments. Records pertinent information in log books.
- Checks automatic lubricators for proper operation.
- Assists in repairs as needed.
- Prepares and issues Source of Power Clearances and all aspects involved with FIST-1-1, Power System Clearance Procedures and Confined Space Permitting.
- Reviews documents for correctness and assist with administration tasks as assigned.
- Records water runner’s information in to data sheets, daily, including weekly report to outgoing list.
- Communicates by two-way radio, telephone, email, or in person with all Northern Water departments and with other entities on per shift basis.
- Communicate effectively and regularly with Lead Operator and with co-workers.
- Uses safety/protective devices provided by Northern Water in the performance of all duties where required or appropriate.
- Drives to various locations throughout Northern Water’s west slope collection facilities to assist with water operations in the field, as needed.
- Receives Southern Water Supply Project water orders and inputs the information into the control computer.

- Performs various routine building and facility cleaning and maintenance activities that promote a safe work environment.
- Maintains satisfactory relationships with coworkers, supervisors, water users, adjacent landowners, contract allottees, citizens, and the general public.
- Reports and/or remedies situations or circumstances that are, or may become, safety hazards.
- Performs all other duties as assigned.

Training Experience and Education Requirements

Training Experience Preferred

- Five years' experience in operating pump plants, hydropower plants, or heavy industrial facilities operations. Experience with rotating and variable shift work preferred.

Other Required Training Post-Hire

- **Operator** - Will be required to successfully complete operating training manuals 1 through 12, including single-line electrical prints. Operator will concentrate on the Standing Operating Procedures (SOPs) and Designed Operating Criteria (DOCs) within the first 18 months.
- **Operator I** – No sooner than 24 months, after successful completion of Operator training, and testing on manuals 1 through 5.
- **Operator II** – No sooner than 6 months, after successful completion of Operator I training, and testing on manuals 6 through 9A.
- **Operator III** – No sooner than 6 months, after successful completion of Operator II training, and testing on manuals 9B through 12.

Education Required

- Education equivalent to the 12th grade.

Knowledge, Skills, and Abilities

Knowledge

- Applications of Microsoft Word, Excel and Outlook at intermediate level.
- Relevant equipment, policies, procedures and strategies to promote effective local and state operations for the protection of people, data, property and institutions.
- Pumps, motors, and auxiliary equipment.
- Voltages, amperages, and VARs of motors and buss.
- Machines and tools, including their uses, repair and maintenance.

Skills

- Assisting with routine maintenance on equipment, facilities and outside grounds.
- Watching gauges, dials, or other indicators to make sure a machine is working properly.
- Understanding written sentences and paragraphs in work related documents.
- Controlling operations of equipment or systems.
- Talking to others to convey information effectively.

Abilities

- Work variable shifts up to and including nights, days, and relief shifts.

- Study and understand (SOPs), (DOCs), and operating training manuals.
- Operate and understand a complex computer-driven control system that includes competency in math.
- Work in, on, and near, waterways.
- Record neat and accurate records required for pumping water, outages, station logs, clearances, power switching, and other items as required.
- Perform regular and emergency inspections of large rotating pumps, generators, switchyards, transmission lines, conveyance systems, and associated electrical, mechanical, hydraulic, and pneumatic equipment.
- Observe and participate in training and safety practices associated with system operations, clearance, and switching procedures as required by Northern Water and industry standards.

Physical Requirements

- Climb ladders up to 300-feet in length.
- Walk on catwalks.
- Walking equivalent of 12 flights of stairs – multiple times per shift.
- Carry loads up to 75-pounds.
- Able to endure periods of driving, sitting, kneeling for extended periods.
- Enter confined spaces with proper confined space entry training.
- Work in noisy or dusty environments with proper Personal Protection Equipment.
- Work outside in all conditions using appropriate weather gear.
- Turning wheels and handling up to 50 foot-pounds of torque.
- Must be able to meet the physical requirements of a post-job offer physical examination.

Reasonable accommodations will be made to enable qualified individuals with disabilities to perform the essential functions.

License, Certificate, or Credential Requirements

- Must possess a valid driver's license.
- Operator will be required to be certified in FIST-1-1 Power System Clearance Procedures and Western Area Power Switchman's certification.
- Applicant will be trained and licensed as required, including forklift and manlift certifications.

Other Requirements

- Flexible and available for mandatory scheduled and unscheduled (short notice) shift operations. Must be available by phone when assigned to relief shift.
- Since monitoring and operations occur 24 x 7 x 365, the work schedule is variable and will include nights, days, and some holidays.
- Attend all safety trainings.
- Maintain a personal appearance appropriate for job position and image of Northern Water.

This job description in no way states or implies that these are the only duties to be performed by this employee.

Northern Water is an equal employment opportunity employer.