



4699 HOLLISTER AVENUE  
GOLETA, CALIFORNIA 93110-1999  
TELEPHONE 805/964-6761  
FAX 805/964-7002

February 2025

Re: Control System Technician/Treatment Operator I | Salary Range \$115,360 – 133,544/annually, plus benefits  
Control System Technician/Treatment Operator II | Salary Range \$127,814 – 147,961/annually, plus benefits

Dear Applicant:

Thank you for your interest in employment at the Goleta Water District, an equal opportunity employer. The District currently has an opportunity for a full-time Control System Technician/Treatment Operator I or II. Under general supervision, this working level class performs control systems work involving installation, operation, and maintenance of mechanical, electrical, and electronic instrumentation, including computers, programmable logic controllers, and system control and data acquisition systems related to water treatment, distribution, and reclamation systems. Performs other work- related duties as required.

- Installs, calibrates, maintains, and repairs various flow and measuring equipment such as ultrasonic magnetic flow meters, temperatures, pH, chlorine, dissolved oxygen, and air pressure flow meters.
- Installs, maintains, and analyzes malfunctions of computerized control devices, water treatment equipment and the Supervisory Control and Data Acquisition (SCADA) system and makes needed repairs.
- Updates database with information regarding the status of assigned work orders.
- Maintains test equipment, tools, stock inventory, and any additional equipment used.
- Modifies, installs, or assists in the installation of new mechanical and electronic equipment. Assists independent contractors with maintenance tasks and assists other treatment operators on maintenance projects.
- Prepares electrical and mechanical drawings of equipment and prepare as-built drawings.
- Installs and maintains SCADA systems and programmable logic controllers.
- Assists with analysis for recommending computer hardware and software for operations department applications.
- Performs water treatment plant operations involving monitoring and maintaining water quality standards at conventional water treatment, well water treatment and off-site chlorination plants.
- Monitors reservoirs and process analyzers.
- Collects and analyzes water samples.

**Qualifications/Experience/Requirements:**

High school diploma or GED (General Equivalency Diploma). Additional course work in mechanical, electrical and electronic maintenance and repair is highly desirable. One (1) year of experience in the operation and maintenance of conventional water treatment plant is desirable. One (1) year of experience in performing skilled work in the maintenance of electrical- mechanical equipment for water treatment or similar facilities. Possession of a certification issued by the California State Department of Health Services as a Grade T2 Water Treatment Operator within two (2) years of placement in this class. Required to obtain a Grade I Plant Maintenance Technologist Certificate issued by the California Water Environment Association (CWEA) within two (2) years of placement in this class.

**To apply** for the Control System Technician/Treatment Operator, please submit current resume and employment application to: [hr@goletawater.com](mailto:hr@goletawater.com). **The position is open until filled.** It is important that your application reflects all relevant education and experience.

Sincerely,

Human Resources

Enclosures: Job Description(s) and Application for Employment

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# GOLETA WATER DISTRICT

Class Title:	Control Systems Technician/Treatment Operator I
Department:	Engineering & Infrastructure
FLSA Status:	Non-Exempt
Supervised By:	Electrical, Instrumentation & Control Superintendent
Supervises:	None

## Class Summary

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Under general supervision, this working level class performs control systems work involving installation, operation, and maintenance of mechanical, electrical, and electronic instrumentation, including computers, programmable logic controllers, and system control and data acquisition systems related to water treatment, distribution, and reclamation systems. Performs other work-related duties as required.

May be assigned to on-call duty. Shift work may be required.

## Essential Duties and Responsibilities

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1. Installs, calibrates, maintains, and repairs various flow and measuring equipment such as ultrasonic magnetic flow meters, temperatures, pH, chlorine, dissolved oxygen, and air pressure flow meters.
2. Installs, maintains, and analyzes malfunctions of computerized control devices, water treatment equipment and the Supervisory Control and Data Acquisition (SCADA) system and makes needed repairs.
3. Updates database with information regarding the status of assigned work orders.
4. Maintains test equipment, tools, stock inventory, and any additional equipment used.
5. Modifies, installs, or assists in the installation of new mechanical and electronic equipment. Assists independent contractors with maintenance tasks and assists other treatment operators on maintenance projects.
6. Prepares electrical and mechanical drawings of equipment and prepare as-built drawings.
7. Installs and maintains SCADA systems and programmable logic controllers.
8. Assists with analysis for recommending computer hardware and software for operations department applications.
9. Performs water treatment plant operations involving monitoring and maintaining water quality standards at conventional water treatment, well water treatment and off-site chlorination plants.
10. Monitors reservoirs and process analyzers.

11. Collects and analyzes water samples.

## **Mental and Physical Requirements/Working Conditions**

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1. Regularly drives a vehicle in conducting District business.
2. Operates District vehicles and/or equipment.
3. Communicates orally, in writing and with drawings with district management, coworkers and the public.
4. Writes in a clear and legible manner.
5. Regularly uses a telephone, radio and/or computer for communications.
6. Operates office equipment including computers and peripheral hardware and software, copiers, printers and calculators.
7. Demonstrates alertness and flexibility to changing demands.
8. Hearing and vision are within normal ranges.
9. Must be able to carry and lift 50 lbs.
10. Sits, stands, and walks for extended time periods.
11. Walks on uneven terrain.
12. Stoops, kneels, crouches, bends, reaches, squats, and climbs during work.
13. Works in confined spaces.
14. Works in both indoor and outdoor environments in all types of weather.
15. Works in an environment with exposure to dust, dirt, water, chemicals, and significant temperature changes between cold and heat.
16. Works with cleaning solutions and/hazardous chemicals.
17. Wears hardhat, respirator, and other safety equipment.
18. Works on electrical circuits up to 480 volts.

## **Qualifications**

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### **Education and Skills Training:**

1. High school diploma or GED (General Equivalency Diploma).
2. Additional course work in mechanical, electrical and electronic maintenance and repair is highly desirable.

### **Experience:**

1. One (1) year of experience in the operation and maintenance of conventional water treatment plant is desirable.

2. One (1) year of experience in performing skilled work in the maintenance of electrical-mechanical equipment for water treatment or similar facilities.

## **Employment Standards**

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### **Demonstrated ability to:**

1. Behave in a positive, harmonious, professional, and competent manner with the public, customers, and District employees.
2. Effectively explain District functions, the content of District rules, regulations, and ordinances with customers, the public, contractors and other organizations.
3. Carry out duties with a positive concern for the District, the public, customers and District employees, in a professional and courteous manner, exercising tact and diplomacy.
4. Establish, interact, and maintain a positive and cooperative working relationships with others.
5. Maintain calm, courteous, and professional demeanor in the face of a sometimes-vitriolic public and other individuals.
6. Communicate in a clear, understandable fashion orally and in writing.
7. Understand and follow oral and written directions.
8. Complete assignments in a timely manner.
9. Learn, read, understand, explain, and apply job-related District rules, practices, and procedures.
10. Exercise initiative, take personal responsibility and follow through on assigned work.
11. Operate and make repairs to water system equipment.
12. Maintain accurate records.
13. Operate modern office equipment such as a computer, calculator, copiers, faxes, printers, date stamps, postage meter, and other peripheral hardware and software in a proficient, competent manner.
14. Adhere to workplace safety rules and regulations.
15. Safely operate assigned motorized vehicles and power-driven equipment.

### **Knowledge of:**

1. Tools and testing devices and the correct methods used in the operation, maintenance, adjustment and repair of mechanical, electrical and electronic equipment, controls and devices.
2. Methods, symbols, and terminology used in the field of electrical and electronics maintenance and repair.
3. Methods for developing and implementing preventative maintenance procedures for mechanical and electronic treatment plant and distribution system equipment.

4. Methods and practices to install or assist in installing mechanical equipment.
5. Record keeping, inventory control, and purchasing procedures.
6. Operational procedures of treatment plants, wells, pumping stations, generating stations, and chlorination facilities.
7. Computer usage and Windows based programs related to electrical equipment control and databases.
8. SCADA systems and techniques.
9. Safety precaution standards and procedures.
10. First aid and CPR procedures.
11. District rules, regulations, policies, and procedures.
12. Computer word processor, spreadsheet, and database programs.

## Special Requirements

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Possession of an appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

**All certifications listed below must be obtained by the time period stated herein or employee may be subject to termination.**

Possession of a certification issued by the California State Department of Health Services as a Grade T2 Water Treatment Operator within two (2) years of placement in this class.

Required to obtain a Grade I Plant Maintenance Technologist Certificate issued by the California Water Environment Association (CWEA) within two (2) years of placement in this class.

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# GOLETA WATER DISTRICT

Class Title: Control Systems Technician/Treatment Operator II  
Department: Operations II  
FLSA Status: Non-Exempt  
Supervised By: Electrical, Instrumentation & Control Superintendent  
Supervises: Provides functional supervision of Control Systems Technician/Treatment Operator I

## Class Summary

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Under general supervision, this technically advanced working level class performs a wide variety of skilled tasks requiring a comprehensive knowledge of the trade. Incumbents perform control systems work involving installing, operating and maintaining mechanical, electrical and electronic instrumentation and mechanical systems including computers, Programmable Logic Controller Systems (PLCS), variable frequency drives (VFD) and Supervisory Control and Data Acquisition (SCADA) systems related to water treatment, well operation, hydroelectric plant, distribution and reclamation systems. Performs other work-related duties as required.

May be assigned to on-call duty. Shift work may be required.

## Essential Duties and Responsibilities

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1. Analyzes, troubleshoots, and solves complex problems and recommends long-term solutions and system improvements to ensure continual safe, efficient operation of all equipment relating to the District's Water Treatment & Water Distribution facilities.
2. Identifies instrument applications and specifies electrical, material, process variable range, and connectivity requirements for the application.
3. Installs, calibrates, maintains, and repairs various instrumentation equipment such as ultrasonic magnetic flow meters, temperatures, pH, chlorine, dissolved oxygen, and air pressure flow meters.
4. Installs, maintains, and analyzes malfunctions of computerized control devices, water treatment equipment and the Supervisory Control and Data Acquisition (SCADA) system and makes needed repairs.
5. Installs, maintains, and analyzes malfunctions of Programable Logic Controllers (PLC) and other connectivity equipment, making needed repairs or fixes to the system.
6. Updates Computerized Maintenance Management System (CMMS) database with information regarding the status of assigned work orders and updates the asset management database.
7. Formulates new Standard Operating Procedures (SOP) for Lock Out Tag Out (LOTO) procedures and for general maintenance for process equipment.
8. Maintains instrument shop, test equipment, tools, stock inventory, and any additional equipment used.
9. Modifies, installs, or assists in the installation of new mechanical, electrical and electronic

equipment; works with independent contractors with maintenance tasks, works with other Engineering & Infrastructure personnel on projects.

10. Prepares electrical and mechanical drawings of equipment and prepare as-built drawings.
11. Reviews new installation drawings and recommends instrumentation and control equipment that would improve designs and District operations.
12. Recommends computer hardware and software for operations department applications and interfaces with District computer specialists to develop the program.
13. Participates in-on-the-job training programs of personnel. Provides technical training to lower-level staff for specific areas of expertise, may oversee a specific training program.
14. Performs water treatment plant operations involving monitoring and maintaining water quality standards, at both conventional water treatment and off-site chlorination plants.
15. Performs calibration of instrumentation, logging and recording the results, such as turbidity meters, chlorine analyzers, flow meters, pressure transmitters, level transmitters, and other process related equipment.
16. Monitors reservoirs levels, alarms, and process analyzers such as flow meters, chlorine analyzers, water quality sampling equipment.
17. Collects and analyzes water samples.

## **Mental and Physical Requirements/Working Conditions**

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1. Regularly drives a vehicle in conducting District business.
2. Operates District vehicles and/or equipment.
3. Communicates orally, in writing and with drawings with district management, coworkers and the public.
4. Writes in a clear and legible manner.
5. Regularly uses a telephone, radio, and/or computer for communications.
6. Operates office equipment including computers and peripheral hardware and software, copiers, printers and calculators.
7. Demonstrates alertness and flexibility to changing demands.
8. Hearing and vision are within normal ranges.
9. Must be able to carry and lift 50 lbs.
10. Sits, stands, and walks for extended time periods.
11. Walks on uneven terrain.
12. Stoops, kneels, crouches, bends, reaches, squats and climbs during work.
13. Works in confined spaces.
14. Works in both indoor and outdoor environments in all types of weather.
15. Works in an environment with exposure to dust, dirt, water, chemicals, and significant temperature changes between cold and heat.



16. Works with cleaning solutions and/hazardous chemicals.
17. Wears hardhat, respirator and other safety equipment.
18. Works on electrical circuits up to 600 volts.

## **Qualifications**

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### **Education and Skills Training:**

1. High school diploma or GED (General Equivalency Diploma).
2. Additional coursework in mechanical, electrical and electronic maintenance and repair.

### **Experience:**

1. Three (3) years of experience performing skilled work in the operation and maintenance of a conventional water treatment plant.
2. Three (3) years of experience in performing skilled work in the maintenance of electrical-mechanical equipment for water treatment facilities.

## **Employment Standards**

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### **Demonstrated ability to:**

1. Behave in a positive, harmonious, professional, and competent manner with the public, customers and district employees.
2. Effectively explain District functions, the content of District rules, Regulations, and Ordinances with customers, the public, contractors and other organizations.
3. Carry out duties with a positive concern for the District, the public, customers and District employees, in a professional and courteous manner, exercising tact and diplomacy.
4. Establish, interact and maintain a positive and cooperative working relationships with others.
5. Maintain calm, courteous and professional demeanor in the face of a sometimes-vitriolic public and other individuals.
6. Communicate in a clear, understandable fashion orally and in writing.
7. Understand and follow oral and written directions.
8. Complete assignments in a timely manner.
9. Learn, read, understand, explain, and apply job-related District rules, practices, and procedures.
10. Exercise initiative, take personal responsibility and follow through on assigned work.
11. Operate and make repairs to water system equipment.

12. Maintain accurate records.
13. Operate, maintain, and repair equipment related to water treatment and water distribution facilities.
14. Stay within budgetary constraints. Train lower-level personnel .
15. Provide effective and efficient utilization of equipment.
16. Operate modern office equipment such as a computer, calculator, copiers, faxes, printers, and other peripheral hardware and software in a proficient, competent manner.
17. Adhere to workplace safety rules and regulations.
18. Safely operate assigned motorized vehicles and power-driven equipment.

**Knowledge of:**

1. Tools and testing devices and the correct methods used in the operation, maintenance, adjustment and repair of mechanical, electrical and electronic equipment, controls and devices.
2. Methods, symbols and terminology used in the field of electrical and electronics maintenance and repair.
3. Methods for developing and implementing preventative maintenance procedures for mechanical, electrical and electronic treatment plant and distribution system equipment.
4. Methods and practices to install or assist in installing mechanical equipment.
5. Record keeping, inventory control and purchasing procedures.
6. Operational procedures of treatment plants, wells, pumping stations, generating stations and chlorination facilities.
7. Computer usage and Windows based programs related to electrical equipment control and databases.
8. SCADA systems, PLCs, and other process software.
9. Safety precaution standards and procedures.
10. First aid and CPR procedures.
11. District rules, regulations and policies and procedures.
12. Computer word processor, spreadsheet, and database programs.
13. Competency in appropriate application of water, electronic, electrical and mechanical formulas.

## Special Requirements

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Possession of an appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

**All certifications listed below must be obtained by the time period stated herein or employee may be subject to termination.**

Possession of a certification issued by the California State Department of Health Services as a Grade T2 Water Treatment Operator is required at time of placement in this class.

Possession of a certification issued by the California State Department of Health Services as a Grade D2 Water Distribution Operator is required at time of placement in this class.

Possession of Electrical/Instrumentation Grade III Certificate issued by the California Water Environment Association (CWEA) is required at time of placement in this class.

Please return to:  
 Human Resource Office  
 4699 Hollister Avenue  
 Goleta, CA 93110-1999  
 (805) 964-6761



Position Applied For:  
 \_\_\_\_\_

hr@goletawater.com

**APPLICATION FOR EMPLOYMENT**  
 An Equal Opportunity Employer

**INSTRUCTIONS**

Please read the job bulletin to determine if you meet the requirements for the position you applied for. Type or print ink. Answer all questions completely and accurately. Include any additional information pertaining to your qualifications for the position. False statements are cause for rejection of the application, removal of name from eligibility list or dismissal from position. All information is subject to verification, including conviction records and former employers.

**CONDITIONS OF EMPLOYMENT**

- If hired, applicant:
- must submit proof of U.S. Citizenship or legal right to remain and work in U.S.
  - must submit proof of age
  - must pass a physical examination which includes drug/alcohol testing
  - is subject to a background check

NAME: \_\_\_\_\_  
 Last First Middle Initial

ADDRESS: \_\_\_\_\_  
 Number Street  
 \_\_\_\_\_  
 City State Zip Code Email Address

PHONE: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 Daytime Evening

Are you willing to work:  
 Part-time Yes\_\_\_ No\_\_\_ Temporary (hourly) Yes\_\_\_ No\_\_\_  
 Nights Yes\_\_\_ No\_\_\_ Weekends & holidays Yes\_\_\_ No\_\_\_

**EDUCATION AND TRAINING (Add additional sheets as necessary)**

Circle highest grade completed:		Name & location of last grade or high school attended:			Did you graduate?
6 7 8 9 10 11 12 13 14 15 16 MA Ph.D.					
Name & location of Trade or Vocational Schools/Colleges/Universities/Apprentice or Training Programs attended:	Number of Units Completed	Qtr. ✓	Sem. ✓	Major/Subjects	Degrees/Certificates

**SPECIAL SKILLS**

List other formal training programs, which may be related to the type of employment you are seeking:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Licenses and Certificates (State, Professional, Trade, etc.)  
 \_\_\_\_\_  
 \_\_\_\_\_

**CERTIFICATE OF APPLICANT:** I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION.

NAME:

## EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

<p>Dates of Employment:</p> <p>From: ____/____/____ MO/DAY/YR</p> <p>To: ____/____/____ MO/DAY/YR</p> <p>Hours Per Week: _____</p> <p>Supervisor Name &amp; Title: _____</p> <p>Phone: _____</p> <p>May we contact this employer? Yes ___ No ___</p>	<p>Employer Name: _____ Your Title: _____</p> <p>Your Duties: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p>
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<p>Dates of Employment:</p> <p>From: ____/____/____ MO/DAY/YR</p> <p>To: ____/____/____ MO/DAY/YR</p> <p>Hours Per Week: _____</p> <p>Supervisor Name &amp; Title: _____</p> <p>Phone: _____</p> <p>May we contact this employer? Yes ___ No ___</p>	<p>Employer Name: _____ Your Title: _____</p> <p>Your Duties: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p>
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<p>Dates of Employment:</p> <p>From: ____/____/____ MO/DAY/YR</p> <p>To: ____/____/____ MO/DAY/YR</p> <p>Hours Per Week: _____</p> <p>Supervisor Name &amp; Title: _____</p> <p>Phone: _____</p> <p>May we contact this employer? Yes ___ No ___</p>	<p>Employer Name: _____ Your Title: _____</p> <p>Your Duties: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p>
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NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION.

NAME:

**EXPERIENCE**

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

<p>Dates of Employment:</p> <p>From: ____/____/____ MO/DAY/YR</p> <p>To: ____/____/____ MO/DAY/YR</p> <p>Hours Per Week: _____</p> <p>Supervisor Name &amp; Title: _____</p> <p>Phone: _____</p> <p>May we contact this employer? Yes ___ No ___</p>	<p>Employer Name: _____ Your Title: _____</p> <p>Your Duties: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Reason for Leaving: _____</p>
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Do you need special accommodations in the selection process? Yes \_\_\_ No \_\_\_

If yes, please describe: \_\_\_\_\_  
\_\_\_\_\_

Are you related by blood or marriage to any current district employees? Yes \_\_\_ No \_\_\_

If yes, individual: \_\_\_\_\_  
Name Relationship

Have you ever been employed by the District? Yes \_\_\_ No \_\_\_

If yes, give dates and positions held: \_\_\_\_\_  
\_\_\_\_\_

Where did you learn of this opening? Friends _____ District Recruitment Brochure _____ Advertisement (which publication) _____
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**NOTICE TO APPLICANTS: All appointments shall be subject to a minimum 12-month probationary period. The probationer may be released at any time during this period without cause or appeal.**