



**ELECTRICAL DISTRICT NO. 3 OF PINAL COUNTY**  
**HUMAN RESOURCES DEPARTMENT**  
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<b>POSITION TITLE:</b>	MSIDD Dispatcher - I, II, III <sup>i</sup>	<b>EXEMPT STATUS:</b>	Non-Exempt
<b>DEPARTMENT:</b>	MSIDD Dispatch Department	<b>SALARY GRADE:</b>	XXXXXXXXXXXXXXXXXXXXXX
<b>LOCATION:</b>	District Office 41630 W Louis Johnson Drive Maricopa, AZ 85138-5402	<b>SALARY RANGE:</b>	XXXXXXXXXXXXXXXXXXXXXX
<b>REPORTING RELATIONSHIP:</b>	This position will report to the MSIDD Watermaster.	<b>SUPERVISORY RESPONSIBILITY:</b>	This position does not supervise at this time.

*ED3 is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, ED3 will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.*

**JOB DESCRIPTION:**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related or a logical assignment for this position. Other duties may be required, assigned, and expected commensurate with the needs of the District. **Each employee is responsible for his/her own safety and the safety of others in the workplace.**

**JOB SUMMARY:**

**Under the direction of the MSIDD Watermaster the Dispatcher will work controlling the flows of customer water through the District's main canal (via MSIDD SCADA system) while coordinating the deliveries of through the lateral system. The Dispatcher will receive, record, and schedule all water orders and changes, and coordinate all water deliveries of those orders with field personnel.**

- ESSENTIAL DUTIES:**
- Controls the flow and distribution of customer water of both surface and groundwater throughout the MSIDD distribution system, while maintaining system stability and integrity.
  - Must be trained and understands all Dispatch related programs.
  - Proficiency in analyzing and evaluating data and making entries into District computer systems, including but not limited to the SCADA system.
  - Monitors the water levels throughout the MSIDD distribution system, including canal elevations, checkgates and flow parameters, well optimization efficiency, and Main Canal Storage.
  - Provides quality service to the District's customers by taking water orders, making requested adjustments per District water ordering policy, responding to customer requests on farm emergencies, and billing inquiries. Must work with the District's information and trouble logging programs and be proficient in communicating this information to pertinent departments as instructed.
  - Receives and enters water orders into the District's water account program, produces field sheets for the next day's water deliveries. Coordinates all water deliveries with District Water Operators.
  - Communicates with field operators and operation foremen via District approved communication means.
  - Interprets various data to determine its validity and significance in order to promptly and appropriately respond to any emergency situations on the distribution system, and maintain the integrity of the system.
  - Communicates, logs and tracks all emergency events to appropriate staff to include department heads and field personnel, closely monitors, evaluates, and adjusts canal water levels and flow conditions during the entire event until normal canal operations are restored.
  - Convey detailed, accurate information to all levels of District personnel.

## MINIMUM AND PREFERRED QUALIFICATIONS:

### Minimum Qualifications

- High School Diploma or GED
- Associate's Degree or equivalent education and experience.
- Must hold and maintain valid Arizona driver's license.
- Must be able to operate vehicles with either stick shift or automatic transmission.
- Must pass employment drug screening test.
- Working knowledge of basic computer programs such as word processing, spreadsheet, and email.
- Ability to read and follow written or drawn instructions.
- Exceptional communication skills.

### Requirements

- Must have the ability to work independently or as part of a crew.
- The ability to perform basic math calculations and conversions.
- Must have the ability to perform corrective action in emergency situations.
- Must have critical thinking and problem solving skills.

### Special Requirements

- The ability to multitask.
- The ability to work rotating, day, swing and night shifts as scheduled and irregular hours in the event of an emergency is an essential function.

## EXPERIENCE:

- Working knowledge of equipment utilized in job duties.

## PHYSICAL REQUIREMENTS:

- Able to lift a minimum of 50 pounds, occasionally lifting, carrying, pushing or pulling (in any combination thereof) of object up to 50 pounds.
- Requires the use of repetitive hand and wrist movements to enter alpha and numeric data into a computer, including the ability to grasp and manipulate work objects.
- Essential to this position is corrected or non-corrected vision. Persons in this position must be able to see, read, edit and interpret multicolored text and symbols on a color terminal screen. Must be able to read SOP documents, memoranda, written and printed instructions, phone directories, graphs, tables, diagrams, fine print, and various colors.
- Able to withstand extreme weather conditions while working.
- The employee is required to stand, walk and use hands to operate objects, tools or controls.
- Must be able sit or stand for long periods of time and remain alert while communicating with others and operating a computer workstation.
- Must be able to climb, balance, stoop and kneel.
- Must be able to perform physical labor.

## WORK ENVIRONMENT:

While Performing the duties of this job, the employee may from time to time work within the following conditions:

- Close proximity to moving water in irrigation canals.
- Slippery and / or uneven terrain; working in mud and water or over water.
- Outside weather exposure.
- Various work locations, primarily outdoors and often remote to District office and shop.
- Field work required; employee will be exposed to outdoor environment.