

JOB DESCRIPTION

Job Title	Water Distribution Operator I/II	Supervisor	Water Systems Supervisor or Construction Supervisor
Department	Facilities & Operations	Class Group	General Unit
Division	Water Systems and Facilities	Salary Grade	32 & 42
Section	Water Treatment & Production or Construction	FLSA Status	Non-Exempt

This job description is intended to describe the general nature and level of work being performed by people assigned to this job. The description is not intended to be an exhaustive list of responsibilities, duties and skills required for this position.

BASIC JOB SUMMARY

Under the supervision of the Water Systems Supervisor or the Construction Supervisor a Water Distribution Operator I/ II performs work in the-maintenance and repair of the water distribution system or operates, maintains and repairs a variety of water distribution components. This is a flexibly staffed series and employees typically enter at the Water Distribution Operator I level. A Water Distribution Operator II may perform-many of the duties required of Water Distribution Operator I, but is expected to perform at an elevated skill level. A Water Distribution Operator II exercises independent judgment and discretion and may have a greater scope of responsibility. Upon meeting the performance standards of the higher level as designated by the division and certification requirements, an employee is flexed to the II level. Water Distribution Operator II is the fully experienced, journey level class. If an employee enters the series at the Water Distribution Operator II level, the employee must have the required certification, closely related experience and meet the division's competency standards. Water Distribution Operators are expected to develop additional skills to meet changes in water industry standards, practices, and/or procedures. Water Distribution Operators may be expected to perform related duties as required including work in either or both the water treatment and production section or the construction sections depending upon needs of the district.

Water Distribution Operators may be responsible for working during after-hour, on-call periods and other unusual times.

ESSENTIAL DUTIES

Duty 1 50

Assists in the operation and maintenance of water distribution systems and performs preventive maintenance and repairs to water distribution equipment. Adjust and exercise valves. Inspect, adjust, repair, and operate pumps, motors, control valves, compressors, generators, fans, surge tanks, fire suppression alarms and other equipment. Performs a wide variety of manual labor when needed including; sweeping, washing, painting, oiling, greasing, brushing, adjusting and repairing. Additionally, the Water Distribution Operators, either through SCADA or manually set water system flow rates and performs related work, collect and process system and reservoir samples, performs routine laboratory analysis. Stock, add chemicals, and service filtration equipment. Maintain paper and electronic records and log activities.

Duty 2 10

Responds to leaks and customer complaints using maps, plats, blue prints, GIS, GPS, and/or stationing.

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Estimate water loss. Place concrete forms and pours concrete; patch pavement with cement, asphalt, or gravel. Maintain and repair, fire hydrants, valve caps, air/vacs, valves, and other appurtenances.

Duty 3 5

Utilize a variety of hand tools and power tools including wrenches, pipe tools, pavement breaking tools, saws, grinders, needle guns, hammers, painting equipment, cement tools, rakes, shovels, brooms, etc.

Duty 4 5

Perform inspections of various nature including customer requests. Request, coordinate and inspect the work of contractors and vendors to perform a variety of work including; walk and/or mark easements, weed abatement, tree trimming, paint, pavement removal and restoration, fencing, etc.

Duty 5 5

Maintain yard, shop, and vehicle stock parts and equipment inventory. Maintain proper housekeeping.

Duty 6 5

Operate and perform minor mechanical adjustments and repairs to light trucks.

Duty 7 5

Coordinate and participate in shutdowns and system isolations. When assigned to off shift responsibility for water distribution, responds to SCADA computer alarms and customer calls for service and customer turn-offs/ons, provide rounds and various inspections.

Duty 8 5

Utilize, and maintain documentation used in the performance of duties. Examples include maps, drawings, prints, schematics, operational and compliance records, work orders, procurement documents, GIS (geographical information systems), GPS (global positioning systems), computers and various computer software tools.

Duty 9 5

Assist personnel in other sections, divisions and departments as required including collections, reclamation, customer service, maintenance, resource conservation and public outreach, and technical services.

Duty 10 5

Performs work in a safe manner at all times; complies with safety and health policies, procedures and practices; attends and completes all mandatory safety training courses and events; and works to insure the safety of co-workers and the general public.

Sum of Weights 100

Duties performed by the Water Distribution Operators I/II when assigned to the Construction Section include:

Duty A

Assists in the maintenance of water distribution systems and performs preventive maintenance and repairs to water distribution equipment, pipelines, and appurtenances. Installs new or repairs existing water service mains and service lines; excavates mains with shovel and backhoe; shores excavation sites; sets up traffic control; installs various types of piping, joints, couplings etc., flares, sweats, and brazes copper pipe. Perform pavement removal, repairs, or restoration.

Duty B

Respond to leaks and customer complaints using maps, plats, blueprints, GIS, GPS, and/or stationing. Estimate water loss. Place concrete forms and pours concrete; patch pavement with cement, asphalt, or gravel. Maintain and repair fire hydrants, valve caps, air/vacs, valves, and other appurtenances.

Duty C

Utilize a variety of special tools and equipment including electronic and mechanical pipe locators, leak detectors, recorders, meters, and other electronic test equipment.

Duty D

Operate and perform minor mechanical adjustments and repairs to light trucks, dump trucks, backhoes, forklifts, pneumatic digging and pavement breaking tools, concrete saws, rollers, and vibrating plates, vacuum extractors, etc.

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Purpose and safe use of various hand and power tools and equipment employed in basic installation, repair, and maintenance work.
- ◀ Principles, methods and tools employed in the installation, repair and maintenance of water mains, various valves including control valves.
- ◀ Principles and state requirements relative to water treatment plant and distribution operations, and water system equipment.
- ◀ Safe work practices necessary in working with hazardous materials and chemicals, heavy equipment, and mechanically and electrically operated equipment.

ABILITY TO:

- ◀ Use basic hand tools to perform minor repair and maintenance tasks.
- ◀ Operate of variety of equipment.
- ◀ Apply appropriate safety precautions and procedures.
- ◀ Understand water distribution and treatment plant operations and equipment.
- ◀ Read and interpret drawings, blueprints, manuals, stationing, GIS and GPS
- ◀ Understand and operate personal computers and associated software including SCADA, word processing, spreadsheets, databases, and other software tools.
- ◀ Perform basic mathematical computations.
- ◀ Understand and carry out oral and written instructions.
- ◀ Establish and maintain cooperative working relationships with employees, supervisors, customers and the public.
- ◀ Repair, install and maintain water mains, services valves.

PHYSICAL AND SENSORY REQUIREMENTS:

- ◀ Sufficient strength to perform manual labor such as digging, shoveling, sweeping, wrenching, operating valves.
- ◀ Sufficient eyesight, or with corrective lenses, to read standard text and data on computer terminal screens, various signs at 20 feet, distinguish colors, see with sufficient depth perception.
- ◀ Ability to speak and hear at normal conversational levels in person and over the telephone and work with continuous noise for extended periods.
- ◀ Manual dexterity including finger dexterity to use hand and power tools and computers.
- ◀ Ability to reach, bend, pull, kneel or stoop in performing work and maintain balance.
- ◀ Ability to lift and carry up to approximately forty pounds of equipment and/or materials and push or pull equipment up to 100 pounds.
- ◀ Ability to operate mechanical equipment and trucks using both hands.
- ◀ Ability to work in cold (below 32F) and hot (above 100F) outside weather.
- ◀ Ability to work with hands in water, work in confined spaces, work below ground.
- ◀ Ability to work with exposure to electrical energy, pesticides, fumes, smoke or gases with proper safety equipment provided.
- ◀ Ability to work on slippery and uneven surfaces.

TRAINING AND EXPERIENCE GUIDELINES:

Any combination of training and experience, which demonstrates attainment of the required knowledge and ability to perform the required work (with reasonable accommodation, if needed), typically:

EDUCATION:

High school diploma or equivalent is required

EXPERIENCE:

Water Distribution Operator I – Two (2) years of experience in working in a construction or in mechanical repair activity.

Water Distribution Operator II – One (1) year of experience working as a Water Distribution Operator I or comparable experience in potable water systems.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times. A Class A License may be required when assigned to the Construction section.

Water Distribution Operator I - Possession of a State of California Grade I Water Distribution Certification is required to progress beyond Step "A" of the salary range.

Water Distribution Operator II - Possession of a State of California Grade III Water Distribution Certification and/or Grade III Treatment Certification is required.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A Grade IV Water Distribution Certification and/or a Grade IV Water Treatment Certification are desirable for Water Distribution Operator.