

JOB DESCRIPTION

Job Title	Water Distribution Operator III	Supervisor	Water System Supervisor
Department	Facilities & Operations	Class Group	General Unit
Division	Water Systems and Facilities	Salary Grade	64
Section	Water Production and Treatment	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, a Water Distribution Operator III performs specialized work in the maintenance and operation of the water distribution system or water distribution components. A Water Distribution Operator III exercises independent judgment and discretion and has a greater scope of responsibility than a Water Distribution Operator I/II. This is not a flexibly staffed position. A Water Distribution Operator III is the fully experienced, journey level class and often acts as a lead worker. When assigned to the construction section a Water Distribution Operator III will respond to Underground Service Alerts (DigAlert) and obtain necessary permits. Within the Water Production and Treatment section the Water Distribution Operator III will also perform the work of the Water Distribution Operator I/II. Additionally, the Water Distribution Operator III sets water system flow rates and performs related work as necessary and may act as back up to the Senior Water Construction Specialist, Senior Water Distribution Operator, Senior Water Treatment Plant Operator or Collection Systems Technician. Water Distribution Operators are expected to develop additional skills to meet changes in water industry standards, practices, and/or procedures.

If an employee enters the series at the Water Distribution Operator III level, the employee must have the required certification, closely related experience and meet the division's competency standards. Typically, this position resides in the Water Production and Treatment section. However, Water Distribution Operators may be expected to perform other related duties including work in both the Water Production and Treatment section and the Construction section depending upon needs of the district.

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

ESSENTIAL DUTIES

Duty 1 50

Operate, maintain and analyze potable and recycled water distribution systems manually and/or with SCADA, review operational reports and trends. Monitor system pressures, flows and levels. Make necessary adjustments, respond to alarms, and coordinate activities with potable water operations, the Westlake pumping and filtration facilities, Metropolitan Water District and others including Tapia, Rancho, RCPO, and technical services. Monitor all activities to minimize and/or eliminate damage to district property and equipment. Assist and/or stand in for the Collection Systems Technician. Adjust and exercise valves. Inspect, adjust, repair, and operate pumps, motors, control valves, compressors, generators, fans, surge tanks, fire suppression alarms and other equipment. Perform a wide variety of manual labor when needed including; sweeping, washing, painting, oiling, greasing, brushing, adjusting and repairing. Collect and

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process system and reservoir sample, performs routine laboratory analysis. Stock, add chemicals and service filtration equipment. Maintain records and logs of activities.

Duty 2 5

Estimate water loss. maintain and repair fire hydrants, valve caps, air/vacs, valves, and other appurtenances.

Duty 3 5

Utilize a variety of special tools and equipment including electronic and mechanical pipe locators, leak detectors, recorders, meters, and other electronic test equipment. 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 performing a variety of work including; walk and/or mark easements, weed abatement, tree trimming, painting, pavement removal and restoration, fencing, etc.

Duty 5 5

Maintain personal safety and the safety of others while performing all duties, utilize required PPE, Lockout/Tagout, confined spaces, traffic control, shoring, and vehicle safety inspections.

Duty 6 5

Operate and perform minor mechanical adjustments and repairs to light trucks, concrete saws, rollers, and vibrating plates, vacuum extractors, etc.

Duty 7 5

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

Duty 8 5

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

Duty 9 5

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

Duty 10 4

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

Duty 11 4

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

Duty 12 2

Maintains current knowledge of new technology, products and water production practices.

Sum of Weights 100

Duties performed by the Water Distribution Operator III when assigned to the Construction Section include:

Duty A

Respond to Underground Service Alerts. Monitor all activities to minimize and/or eliminate damage to district property and equipment. Assist and/or stand in for the Collection Technician. Perform preventive maintenance and repairs to water distribution equipment, pipelines, and appurtenances. Install new or repair existing water service mains and service lines; excavate mains with shovel and backhoe; shore excavation sites; set up, coordinate and install traffic control, install various types of piping, joints, couplings etc., flare, sweat, and braze 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. Obtain various permits. Place concrete forms and pour concrete; patch pavement with cement, asphalt, or gravel.

Duty C

Request, coordinate and inspect the work of contractors and vendors performing a variety of work including; pavement removal and restoration, fencing, etc.

Duty D

Operate and perform minor mechanical adjustments and repairs to dump trucks, backhoes, forklifts, pneumatic digging and pavement breaking tools.

QUALIFICATIONS

DEMONSTRATED KNOWLEDGE OF AND PERFORMANCE IN THE FOLLOWING AREAS:

- ◀ Purposes and safe use of various hand and power tools and equipment employed in basic 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 working practices necessary in working with hazardous materials, chemicals, heavy equipment, and mechanically and electrically operated equipment.
- ◀ SCADA system operations and reports.

ABILITY TO:

- ◀ Use basic hand tools to perform minor repair and maintenance tasks.
- ◀ Operate of variety of equipment.
- ◀ Apply appropriate safety precautions and procedures.
- ◀ Repair, install and maintain water mains, services, valves, and other appertenances.
- ◀ Understand water treatment plant and distribution 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.
- ◀ Ability to operate equipment and vehicles.
- ◀ Perform basic mathematical computations, prepare regular reports and logs.
- ◀ Understand and carry out oral and written instructions.
- ◀ Establish and maintain cooperative working relationships with employees, supervisors,

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- ◀ customers and the public

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:

Two (2) years of experience in working in a water distribution and/or treatment facility, or heavy construction in the water profession.

REQUIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A valid California class C driver's license must be maintained at all times.

State of California Grade III Water Distribution Certification and/or State of California Water Grade III Treatment Certification.

DESIRED CERTIFICATIONS, LICENSES, AND REGISTRATIONS:

A Grade IV Water Distribution Certification and/or a Grade IV Water Treatment Certification