



## Hi-Desert Water District Classification Specification

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**Job Title:** Water Distribution Operator I

**Job Grade:** 5

**FLSA Status:** Non-Exempt

**Date:** June 15, 2011

### **JOB SUMMARY**

Under the general direction of assigned lead personnel, the position of Water Distribution Operator I operates, monitors and maintains the District's distribution system and related facilities with an entry level of experience and knowledge. The Water Distribution Operator I will be assigned to complete various tasks related to the production, distribution and monitoring of the District's water supply. In addition, this position will also be assigned to provide maintenance and support within the District's groundwater recharge program as needed. The Water Distribution Operator I is a state certified Water Distribution Operator and as such, will make decisions and perform daily duties in compliance with state and federal rules, regulations and standards.

### **ESSENTIAL FUNCTIONS** *(include but are not limited to the following)*

*Class specifications are only intended to present a description summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not** include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of the incumbents within the class.*

- Repairs, installs and maintains distribution and transmission pipe networks including but not limited to; water mains; service connections; fire hydrants; and meters.
- Operates repairs and maintains manual and automated valves such as gate; globe; ball; check; and butterfly type valves.
- Operates, maintains and monitors water production equipment such as boosters; wells; reservoirs; and pressure reducing/sustaining stations.
- Adjusts and changes pump and motor lubrication such as, but not limited to; pump packing; motor oil; well shaft oil; and greased bearings and joints.
- Performs water table depth measurements and records findings.
- Acquires and records data by hand or through the operation of various data obtaining devices and programs such as meter reading equipment; supervisory control and data acquisition (SCADA); online analyzers; GIS software; and District maps.
- Digs, back fills and compacts trenches by operating tractors, trucks, rollers, jackhammers, backhoes, and loaders.
- Assists in the disinfection and flushing of water mains and related appurtenances.
- Performs welding, carpentry, pipefitting and cement work, using power and hand tools.
- Performs general housekeeping and facility maintenance.

- Repairs damaged roads.
- Locates and marks or relays information concerning location of District's facilities for underground service alert activities.
- Responsible for proper onsite procedure and set-up of traffic control functions.
- Completes work orders and interacts with customers regarding water quality, billing, and field service duties including but not limited to; aesthetics; turn-on/lock-offs; leak repair; pressure checks; taste and odor complaints; and meter repair/replacement.
- Maintains, repairs, and documents vehicle care and maintenance.
- Collects water samples for lab analysis.
- Maintains District records.
- Responds to afterhours emergencies.
- On-Call Duty
- Applies, provides, maintains, and ensures safe work practices.
- Assists in information gathering pertaining to fire flows, will serve letters, facility updates and specifications.
- Maintains groundwater recharge spreading basins.

### **JOB SPECIFICATIONS**

#### **Knowledge of:**

- District safety rules and procedures.
- Proper procedure in the utilization of Underground Service Alert.
- Basic heavy equipment movement.
- Valve operation and basic maintenance and repair.
- Customer service techniques.
- Basic pump operation and maintenance.
- Basic distribution operator math and concepts.

#### **Skills and Abilities:**

- Understand and carry out oral and written instructions.
- Safe operation and use of all power tools and heavy equipment.
- Operate safely heavy equipment, and power and hand tools.
- Maintain accurate records.
- Read and interpret plans and drawings.
- Troubleshoot and repair basic pump and electrical problems.
- Basic knowledge of water distribution system best practices.
- Ability to read complex literature and write and record data.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

*The essential functions of this position may require the employee to perform the following physical activities. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.*

#### **Physical Demands**

- Operates District vehicles and equipment in distribution system construction, maintenance, and repair work.
- Enters and exits a vehicle multiple times daily.

- Must be able to frequently carry, push, pull, reach, and lift equipment and parts weighing up to 100 pounds.
- Frequently stoops, kneels, crouches, crawls, and climbs throughout the course of the day.
- Walks, stands and crouches on narrow, slippery, or erratically moving surfaces, or uneven terrain.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one, and group settings.
- Routinely uses mobile radio for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.
- Climbs to heights more than 40 feet.

## **QUALIFICATIONS**

### **Education, Training and/or Previous Work Experience**

Any combination of experience and training that would provide the knowledge and abilities to perform the position is qualifying. A typical way to obtain the required knowledge and abilities would include the following:

- High school diploma or equivalent.
- One year of experience in water distribution system operation, or related vocational training is highly desirable.

### **License / Certificate:**

- Possession of a valid Class C California driver's license and satisfactory driving record free from multiple or serious traffic violations or accidents for a period of at least two (2) years.
- Possession of a California State Water Resources Control Board Grade 1 Water Distribution Certificate, or must file for, and take, the first available CSWRCB Distribution exam after hire. Must pass exam and submit application for certificate no later than the 3<sup>rd</sup> exam date after hire.

### **Other requirements:**

- Completion of and satisfactory results of pre-employment drug and alcohol test; physical examination (including x-ray) indicating fitness for duty; DMV record review; and background investigation.
- This is a safety-related position subject to the District's Drug Prevention and Employee Testing Program.