



## Water Distribution Operator Assistant

Department/Division:	Operations/Distribution
Reports To:	Chief Water Systems Operator – Distribution & Meter Services
Provides Direction To:	None
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

### GENERAL PURPOSE

Under close supervision, to learn to install, maintain, and repair water services, valves, mains, meters, and hydrants; to learn to operate and maintain heavy equipment used in water services work; and to learn to perform a variety of skilled maintenance trades work.

### DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Water Distribution Operator classification series with incumbents learning and performing water maintenance and distribution work of average complexity. Incumbents learn and perform a variety of duties such as installing, operating and maintaining water mains, valves, hydrants, service lines, meters, and all other facilities of the District; painting of District structures; marking mains and services for Underground Service Alerts; flushing the distribution system: exercising fire hydrants and valves; raising valve boxes; monitoring and controlling flows and pressures in the distribution system; and performing related duties and responsibilities as assigned. Incumbents are required to demonstrate constant progress in learning and performing the work and must meet the educational and certification requirements to promote Water Distribution Operator I within two years from date of appointment. The Water Distribution Operator Assistant is distinguished from the Water Distribution Operator I in that the Water Distribution Operator Assistant does not require certification, and learns to perform a narrower scope of work under closer supervision.

### ESSENTIAL FUNCTIONS

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.*

- Assist in the performance of a variety of water utility duties in the maintenance and repair of water plants and facilities;
- Assists as a crew member in the installation, maintenance, modification, and repair of water mains, blowers, valves, hydrants, services, meters, and related infrastructure.
- Learns to operate a forklift, roller cement mixer, compressor, jackhammer, concrete saws, sandblaster, drills and similar equipment and tools depending on status of training;
- Assists in performing basic records maintenance of work performed.

- Assists in performing proper shoring of trenches and safety practices.
- Assists in digging and backfilling trenches; lays pipe and drills and taps water mains; locates, taps, and installs new customer services; learns to make skilled fittings and connections.
- Assists in turning on and off water services; cleans mains and flushes the water system.
- Assists in locating and marking water lines for contractors and District crews; responds to Underground Service Alert (USA) requests.
- Learns to investigate leaks and reports service interruptions; learns to repair valves and insures that they are working properly.
- Learns to repair and/or replace meter boxes.
- Provide courteous and expeditious customer service to the general public and District staff;
- Participates in advising customers of leaks and suggests how to resolve the problems; informs customers of water shut offs for repairs.
- Learns and performs a variety of related welding, carpentry, painting, plumbing, masonry, and graffiti removal.
- Learns to cut and place concrete and asphalt.
- Learns to sets up traffic control in accordance with safety standards; flags and directs traffic.
- Raises valve boxes that have been paved over.
- Assists in making necessary repairs to special recording registers in the field or shop;
- Clean and maintain buildings,
- Cross-trains in other department job duties.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- Participates in District safety meetings
- District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs and respond as a Disaster Emergency Service Worker.
- Performs other related duties, as assigned.

## **QUALIFICATIONS GUIDELINES**

### **Knowledge of:**

- Basic water distribution procedures, equipment, materials, and hand tools. Uses common construction and maintenance tools and equipment.
- Basic equipment operation, maintenance, and repair principles and practices.
- Water distribution facilities, including mains, meters, hydrants and valves.
- Principles and methods of pipe laying, fitting, welding and concrete work.
- Safe work practices.

### **Ability to:**

- Learn to perform responsible water system maintenance duties.
- Learn to repair, install, and maintain water mains, services, hydrants, meters and valves.
- Learn to operate and maintain a variety of hand and power tools and related equipment.
- Learn to lay and fit pipe; mix, pour and finish cement; install valves and meters.

- Perform heavy physical labor.
- Learn to assess system demand, flow rates and velocity, head loss, cavitation, water hammer, water pressure and volume, static and dynamic pressure.
- Use modern office equipment, including computers and software used in water distribution.
- Read, interpret and apply pertinent laws, rules, and regulations related to the work.
- Learn to read and interpret plans, maps, blueprints, specifications, construction designs and drawings, and electrical schematics.
- Maintain accurate and complete records.
- Understand and carry out oral and written instructions.
- Communicate effectively verbally and in writing.

**Minimum Qualifications**

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:*

**Education:** High School diploma or equivalent.

**And**

**Experience:** One (1) year of experience in either meter services or distribution system operations and/or related construction experience is desirable.

**Licenses, Certificates; Special Requirements:**

Must possess an appropriate valid Class “C” Driver’s License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of SWRCB Certification as a Grade I Water Distribution Operator.

**PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; talk and hear. The incumbent is frequently required to walk and to reach with hands and arms. The employee is frequently required to sit, climb or balance and stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities

required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work involves exposure to potential harm, infectious disease and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions.

***THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.***