



Water Distribution Operator I

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

DISTINGUISHING CHARACTERISTICS

This is the first working level in the Water Distribution Operator classification series with incumbents performing water maintenance and distribution work of average complexity. Incumbents 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; and, performing related duties and responsibilities as assigned. The Water Distribution Operator I is distinguished from the Water Distribution Operator II in that the Water Distribution Operator I requires a lower level of certification and performs 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.

- Participates in the performance of a variety of water utility duties in the maintenance and repair of water plants and facilities;
- Participates as a crew member in the installation, maintenance, modification, and repair of water mains, blowers, valves, hydrants, services, meters, and related infrastructure.
- Operates a forklift, roller cement mixer, compressor, jackhammer, concrete saws, drills and similar equipment and tools depending on status of training;
- Assists in performing basic records maintenance of work performed.
- Performs proper shoring of trenches and safety practices.
- Digs and backfills trenches; lays pipe and drills and taps water mains; locates, taps, and installs new customer services; learns to make skilled fittings and connections.
- Participates 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.
 - Investigates leaks and reports service interruptions; repairs valves and insures that they are working properly.
 - Repairs and/or replaces 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.
 - Performs a variety of related welding, carpentry, fencing, painting, plumbing, masonry, graffiti removal.
 - Cuts and places concrete and asphalt.
 - Sets up traffic control in accordance with safety standards; flags and directs traffic.
 - Raises valve can boxes that have been paved over.
 - Assists in making necessary repairs to special recording registers in the field or shop;
 - Assists in assembling drive trains;
 - 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:

- 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:

- Perform responsible water system maintenance duties.
- Repair, install, and maintain water mains, services, hydrants, meters and valves.
- 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.
- 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.

- 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 with a public agency water system, equivalent to a Water Distribution Operator Assistant.

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 II 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.