



APRIL 2020
FLSA: NON-EXEMPT

DISTRIBUTION OPERATOR II

DEFINITION

Under direct or general supervision, performs a variety of work in the construction, modification, maintenance, and repair of District potable water distribution main and lateral pipeline systems, including pipelines, complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves; uses and operates a variety of manual and power tools and light to heavy power driven equipment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from the Distribution Superintendent. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is the full journey-level class in the distribution operator series that performs the full range of duties required to ensure that District infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the installation, maintenance, and repair of assigned facilities and systems. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from Distribution Operator III in that the latter is responsible for providing technical and functional direction of lower-level operations staff and is capable of performing the most complex duties assigned.

ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs construction, maintenance, and repair activities of District water utilities systems and facilities to ensure safe and efficient access for the public, including fire hydrants, pipelines, water production facilities and related pumping equipment, complex residential and commercial water meters, valve cans, meter boxes, water distribution valves, storage tanks and reservoirs, and related facilities.
- Performs water meter maintenance, including installing new meters, testing and repairing meters of various sizes, repairing leaks, and replacing meters as necessary; installs service lines for newly developed properties and accounts for the installation of meters for new homes; cleans weeds and bushes and trims trees around meters; contacts customers regarding high bills and field tests meters; performs shut-downs of services, as required.

- Performs water valve maintenance, including various types of lines and valves, locating and raising valves that are not exposed, operating automated machines to exercise valves on an annual basis, and updating records following the installation of new valves.
- Flushes water distribution lines to ensure water quality; cleans dead-end lines by discharging water until no apparent odor, taste, or color exists.
- Performs field work on positive displacement, turbine, flow, and Ultrasonic Meters.
- Performs leak tests to locate leaks in service lines.
- Repairs concrete after water distribution system maintenance, including sidewalk panels and temporary and final street asphalt patches.
- Uses valve-turning equipment to isolate and shut down pre-designated water lines for routine maintenance and in emergency situations; ensures proper shut-down of services by utilizing sounding equipment and flow rates; provides explanations to the public during shut-downs.
- Operates, maintains, troubleshoots, and rebuilds pressure regulators, PRVs, and pilots.
- Participates in inspecting assigned District infrastructure for safety issues, structural integrity, and possible future work projects and programs, and appropriately marking areas that need to be repaired.
- Provides location services and inspects public improvement projects and development and utility installations that conflict with District facilities.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of water utilities systems and facilities.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Installs street barricades and cones and controls traffic around work sites and special events to ensure safe conditions for the general public and District workers.
- Responds to customer complaints regarding low pressure, high pressure, and water quality; distributes customer notices regarding their water service.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Assigned to on-call stand by duty on a regular basis.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Maintenance principles, practices, tools, and materials for maintaining and repairing potable water distribution main and lateral pipeline systems, including complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Operational characteristics of specialized water utilities maintenance and repair equipment.
- Occupational hazards and safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, codes, and regulations.
- Basic troubleshooting and repair estimation principles and practices.
- Safe work methods and safety practices pertaining to the work, including CAL OSHA rules and standards.
- Traffic control procedures and traffic sign regulations.
- Applicable codes and regulations.
- Basic record keeping principles and procedures.
- Shop arithmetic.
- Basic computer applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

- Perform construction, modification, maintenance, and repair work on potable water distribution main and lateral pipeline systems, including complex residential and commercial water meters, valve cans, meter boxes, and water distribution valves.
- Perform water utilities maintenance and repair with accuracy, speed, and minimal supervision.
- Operate specialized water utilities maintenance and repair equipment.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.

- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Follow department policies and procedures related to assigned duties.
- Operate, maintain and calibrate a variety of hand, power and shop tools related to the trade.
- Practice safe work habits.
- Maintain clear and accurate records.
- Make accurate arithmetic calculations.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Equivalent to the completion of the twelfth (12th) grade and three (3) years of experience as an Operator I or equivalent.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a Grade II Water Distribution Operator Certificate issued by the State of California Department of Public Health.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push and pull materials and objects weighing up to 100 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes.

WORKING CONDITIONS

Must be willing to work weekends, holidays, and off-hour shifts for on-call stand-by duty.

Must live within a 35 mile radius of the District and be able to respond to an emergency while on stand-by duty within 35 minutes.