

Sacramento Suburban Water District Classification Specification

Job Class: Distribution Operator I/II

FLSA Status: Non Exempt

Supervisor: Superintendent (Distribution or Field Services)

Effective Date: March 2011

Definition/Distinguishing Characteristics

Distribution Operator I is the entry level class with positions in the Distribution and Field Services Departments. Under close supervision, these positions perform a variety of duties in the operation, installation, maintenance and repair of water distribution facility systems. Individuals may advance to the Distribution Operator II position after successfully completing an introductory period, gaining one additional year of experience, completing a combination of job-related training courses, and demonstrating on the job performance, proficiency and competency.

Distribution Operator II is the journey level class with positions in the Distribution and Field Services Departments. Under general supervision, these positions perform the full range of assigned duties in the operation, installation, maintenance and repair of water distribution facility systems. This class is distinguished from the Distribution Foreman, which is the advanced journey/lead level class responsible for providing direction for assigned daily water distribution and operation activities.

Examples of Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Repairs main and service line leaks and breaks; replaces lines as needed.
- Installs, repairs and maintains water system infrastructure such as water mains, gate valves, meter connections, angle stops, service pipes, corporation stops and appurtenances.
- Taps main lines for new or replacement service.
- Performs a variety of installation, maintenance and repair tasks on water distribution facility system implements such as fire hydrants, air relief valves, blow-offs, pressure control stations, sample stations, and general District facilities and equipment.
- Cleans, repairs, installs and/or replaces water meters and parts.
- Tests meters for accuracy at various flows.
- Responds to customer complaints regarding water quality, low and high pressure, and water consumption resulting in a high bill.
- Cleans dead-end lines by discharging water until no apparent odor, taste or color exists, fully complying with all required permit conditions.
- Reads meters, shuts services off, seals services, and/or removes meters as directed.
- Conducts delinquent billing notification activities.

- Collects water quality samples for laboratory testing.
- Shuts down main lines in emergencies.
- Distributes customer notices.
- Performs stand-by duty as scheduled.
- Operates various equipment (air compressor, jackhammer, etc.), forklift (upon certification) and commercial weight vehicles (with Class A California Driver's License).
- Assists contractors and representatives of other utilities with location of District facilities.
- Cleans, removes weeds, and trims trees and bushes as needed.
- Observes pumping equipment to identify possible problems and operating difficulties.
- Complies with all District policies, procedures, rules and regulations including all safety standards.
- Maintains regular attendance and adheres to prescribed work schedule to conduct job responsibilities.

Mental and Physical Requirements

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Operates District vehicles and equipment in field installations, maintenance and repair work.
- Travels frequently by automobile in conducting District business.
- Communicates orally with District management, coworkers, and the public in face-to-face, one-to-one, and group settings.
- Regularly uses a telephone for communication.
- Ability to use office equipment such as computers, copiers and fax machines.
- Ability to carry, reach and lift supplies and equipment weighing up to 70 pounds.
- Ability to push, pull and maneuver supplies and equipment of varying weights and configurations.
- Ability to stoop, kneel, crouch, crawl and climb during field repair work.
- Stands and walks for extended time periods and on uneven terrain.
- Works out-of-doors as needed in all weather conditions with exposure to dust, dirt, water and significant temperature changes between cold and heat.
- Hearing and vision within normal ranges with or without correction.
- Occasionally required to change working hours or work overtime.
- Must wear CalOSHA approved protective footwear with a minimum ANSI I/75 rating.

Qualifications

Knowledge of:

- Materials and equipment used in water distribution facility systems.
- Proper work safety standards.
- Methods, materials and equipment used in water distribution system installation, maintenance and repair.

Ability To:

- Perform a variety of basic work assignments in the installation, maintenance and repair of water distribution systems and associated facilities.
- Perform installation, servicing and repair of meters.

- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Learn to read and interpret piping and distribution diagrams and maps.
- Pass pre-employment physical, drug and alcohol examination, and background check.
- Obtain District-issued Forklift Certification within 1 year of employment, schedule permitting, but no later than within 2 years of employment.

Education, Experience, Licenses and Certifications:

Required:

- High school diploma or equivalent.
- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- State of California Water Distribution Operator Certificate Grade D1 and Treatment Operator Certificate Grade T1, or ability to obtain one certification within 1 year of employment and second certification within 2 years of employment.
- State of California Water Distribution Operator Certificate Grade D2 is required for the Distribution Operator II level.

Operators must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of continued employment.

Desirable:

Any combination of education and experience which would likely provide the desired knowledge and abilities is acceptable. A typical way to obtain the knowledge and abilities would be:

Distribution Operator I

- One (1) year of responsible experience in maintenance and construction work.

Distribution Operator II

- One (1) year of responsible experience in maintenance and construction work plus two (2) years of responsible experience in the installation, maintenance and repair of water distribution facility systems and meters at a level equivalent to the Distribution Operator I, and successfully completing job-related training courses and demonstrating on-the-job performance, proficiency and competency.