

**Sacramento Suburban Water District
Classification Specification**

Job Class: Distribution Operator I/II

FLSA Status: Non Exempt

Effective Date: May 20, 2019

Definition

Performs a variety of skilled tasks in the operation, installation, maintenance, and repair of water distribution facility systems, ensuring compliance with regulatory requirements, and operates a variety of light to heavy power driven equipment.

Distinguishing Characteristics

Distribution Operator I is the entry level class and is distinguished from the II level by the performance of less than the full range of duties assigned to the II level and certification requirements. Incumbents work under direct supervision while learning job tasks, progressing to general supervision as procedures and process of assigned area of responsibility are learned. Individuals may advance to the Distribution Operator II position after successfully completing an introductory period, gaining a minimum of two (2) years of increasingly responsible 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 and is distinguished from the I level by the assignment of the full range of duties in the operation, installation, maintenance, and repair of water distribution facility systems. Employees at this level receive only general supervision or assistance as new, unusual, or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

May provide on-site direction to less experienced crew members, and may include the indirect supervision of contractors or temporary staff.

This class is distinguished from the Distribution Foreman in that the latter provides supervision over assigned staff.

Examples of Essential Duties

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

- Performs a variety of activities involving pipeline construction, meter installation and repair, and general maintenance and repair of the District's transmission mains, distribution pipelines, and appurtenances.

- Installs, repairs, and maintains water system infrastructure such as water mains, transmission mains, gate valves, meter connections, service laterals, fire hydrants, air relief valves, blow-offs, and appurtenances.
- Transports heavy equipment to the job site; operates and directs the operation of light to heavy motorized construction equipment including backhoe, excavator, front-end loader, forklift, jackhammer, compactor, valve exerciser, vacuum excavation equipment, and other equipment.
- Utilizes the District's various software programs (ex. Work Order Management System, Underground Service Alert, and Meter Reading Equipment).
- Performs duties in hazardous work areas including high traffic roadways, confined spaces, trenches and excavations, and backyards of private properties; sets up traffic control devices prior to the performance of street activities; and controls traffic around work sites.
- Complies with District and State Health and Safety regulations.
- Operates sensitive equipment such as laptops, smart phones, meter reading equipment, leak detectors, GPS units, PH meters, pipe locators, and colorimeters.
- Performs all duties associated with the automated meter reading process; collects and interprets water meter reads; performs water meter testing; cleans, inspects, and rebuilds water meters.
- Shuts down water mains in emergencies; cleans dead-end lines by discharging water and fully complying with all required permit conditions.
- Performs emergency response duties in accordance of State regulations; works extended hours including mornings, evenings, and weekends outside of scheduled workday to respond to after hour emergencies.
- Performs Standby Duty as scheduled.
- Provides superior customer service; responds to questions and inquiries from the public; responds to customer problems or complaints including minor leak repair, high bill complaints, water quality, and pressure complaints along with other customer concerns; and corresponds to customers verbally and in writing.
- Collects bacteriological and water quality samples for laboratory testing.
- Performs utility location with electronic detection and the use of District maps to mark the location of underground District infrastructure in accordance with USA North 811.
- Distributes customer notices; conducts delinquent billing notification activities, termination, and restoration of water service; sever services, and/or removes meters.
- Identifies, creates, and submits District facility mapping change requests.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge of:

- Materials and equipment used in water distribution facility systems.
- Methods, materials, and equipment used in water distribution system installation, maintenance, and repair.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access, and PowerPoint). Techniques and principles of effective interpersonal communication.

- Principles and practices of good customer service.
- Principles and practices of work safety.

Ability To:

- Perform a variety of skilled 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, forklift, and various power-driven equipment.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.
- Learn to read and interpret piping and distribution diagrams and maps.
- Perform stand-by duty as required by the District.
- Being a team player, which involves flexibility, cooperation, and communication.
- Communicate effectively orally and in writing.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants, contractors, and the public.
- Pass pre-employment physical, drug and alcohol examination, and background check.

Experience and Education:

Experience:

Distribution Operator I: No experience required.

Distribution Operator II: Two (2) years of increasingly responsible experience performing duties involving the operation, installation, maintenance, and repair of water distribution facility systems at a level equivalent to a Distribution Operator I.

Education:

High school diploma or equivalent.

Licenses and Certifications:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of 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.
- *Distribution Operator I Level:* Possession and maintenance of a State of California Water Distribution Operator Certificate Grade D1 and Treatment Operator Certificate Grade T1, or ability to obtain Grade D1 certificate within 1 year of employment and Grade T1 certificate within 2 years of employment.
- *Distribution Operator II Level:* Possession and maintenance of a State of California Water Distribution Operator Certificate Grade D2 and Water Treatment Operator Certificate Grade T2.

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

Working Conditions and Physical Demands


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 and copiers.
- 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 outdoors 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 or equivalent ASTM rating.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: 5/20/19

By: 
Dan York
General Manager