

TITLE: DISTRIBUTION OPERATOR I

Employee Name: _____ **Reports to: Distribution Lead**
Grade: _____ **Salary Range:** _____
Status: Non-Exempt **Date:** _____
Other: (i.e., Safety Sensitive, temporary, part-time, supervises, etc.)

Definition/Summary

Under close supervision, learns to perform a variety of assignments in the installation, maintenance, and repair of water distribution systems. The entry level distribution operator learns to perform skilled maintenance, testing and repair of pipelines, meters, valves and hydrants. The position learns to perform a variety of labor, maintenance, and operation tasks in the water system which includes the treated water system, the raw water system, hydroelectric facilities and the wastewater system. Learns and performs duties in all aspects of the water system and other duties as assigned. The position requires on-call duties as assigned, overtime work, and emergency response duties.

Essential Functions

- Learns to perform a variety of maintenance and repair on water distribution systems.
- Learns to install, test and repair meters using a variety of equipment.
- Learns to diagnoses operating problems and take effective corrective action.
- Assists contractors and representatives of other utilities with the location of distribution pipelines.
- Responds to customers regarding high or low pressure, water quality, high bills and meter questions.
- Learns to flush pipelines pursuant to district policy.
- Learns to collect water quality samples for laboratory testing.
- Responds to emergencies outside of regular work hours.
- Performs manual labor with heavy physical exertion for extended periods of time.
- Communicates effectively verbally and in writing and must deal tactfully and courteously with co-workers, customers, and the public. Must follow oral and written instructions.
- Performs basic math calculations accurately and must be able to count and measure.
- Operates hand and power tools safely.
- Learns to perform brush clearing, tree removal and trimming, and other landscape maintenance activities by hand, with power tools, and with other equipment.
- Learns to perform traffic control, concrete and pavement repairs, trench excavation and backfill assignments.
- Learns to read water system meters and to maintain water system equipment.
- Learns to assist with repairs to the wastewater collection system as necessary.
- Learns the operation, safety and maintenance of heavy construction equipment.
- Performs work outside of normal work hours including overtime as needed and is available for on-call duties as assigned.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Performs other duties as assigned.

Typical Physical Activities

- Frequently operates District vehicles in traveling between work locations.

- Must be able to carry, push, pull, reach, and lift equipment and parts weighing regularly up to 100 lbs over undulating topography.
- Stoops, kneels, crouches, crawls, and climbs during maintenance and repair work.
- Works in an outdoor environment with exposure to rain, snow, sun, wastewater, dust, dirt, chemicals, cold swift flowing water, and significant temperature changes.
- Stands and walks for extended time periods over undulating topography.
- Learns to use office equipment such as computer terminals, copiers, and telephones.
- Hearing and vision within normal ranges with or without correction.
- Other physical activities may be assigned as necessary.

Environmental Factors

- Works in an outdoor environment with extended exposure to the sun, heat, rain, wind, snow, cold, high humidity, water, wastewater, dust, dirt, mud, chemicals and significant temperature changes.
- Works indoors in an industrial environment.
- Works above ground level on ladders or other surfaces.
- Works in an environment with unusually loud equipment and sounds.
- Works on and around areas with unusually slippery surfaces.
- Regularly exposed to oil, grease, fuel and chemicals.
- Regularly experiences extended work hours and on-call duties.

License/Certificate and Training Requirement

- Must possess a minimum of a California Class C driver’s license with a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents.
- High School Diploma or equivalent.
- Certification by the State of California Department of Health as a Water Distribution Operator, D2 and successful completion of training provided by the District.

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date

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