

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **Distribution Operator I / II / SENIOR - OPERATIONS**

GRADE LEVEL: E6 / E10 / E12

SUPERVISOR TITLE: Distribution Foreman

FLSA STATUS: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA

DEFINITION

Under immediate progressing to general supervision to perform a variety of water utility distribution system related duties

CLASS CHARACTERISTICS

Distribution Operator I

This is the entry-level position in the distribution operator class series. Positions assigned to this level perform limited or routine potable and recycled water distribution system operations, maintenance and repair duties under close supervision. Because employees in classifications at this level may be in a training capacity, such position does not require significant previous work experience in the applicable field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

Distribution Operator II

This is the journey level position in the distribution operator class series. Positions assigned to this level perform a full range of potable and recycled water distribution system operations, maintenance and repair duties under general supervision. Because employees in classifications at this level are expected to be fully trained, competent and understand water system operations maintenance and repair, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

Senior Distribution Operator

This is the advanced journey level in the distribution operator class series. Positions assigned to this level may provide lead supervision to journey level staff and independently perform highly technical and specialized potable and recycled water distribution system operations, maintenance and repair duties at a level beyond that found at a journey level. Lead duties may include providing technical assistance and training. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit




EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

- ✎ Maintain vehicles with proper fuels and oils and maintain equipment, tools, pumps and lights
- ✎ Maintain and repair valves and other related appurtenances
- ✎ Operate equipment to and from job sites, including valve turning machines, vacuum systems, various manual and power hand tools, lifting equipment, and other as needed
- ✎ Locate District utility service locations as requested by other companies or agencies to include valves, pipeline, air-vacs and fire hydrant runs
- ✎ Perform mainline and facility shutdowns of systems as needed for emergencies or planned maintenance
- ✎ Read and understand blueprints
- ✎ Process all scheduled mainline shutdown requests; execute scheduled and emergency mainline shutdowns
- ✎ Operate and troubleshoot problems as they arise with a variety of equipment including valve turning machines, vacuum systems, various manual and power hand tools, lifting equipment, and other pieces of equipment as needed
- ✎ Flush water mains
- ✎ Assist in the execution of the valve turning and maintenance program
- ✎ Exercise and maintain all District water valves including gate, butterfly and plug
- ✎ Collect GPS coordinates using District sub-meter devices
- ✎ Create and update valve tie details with pertinent information
- ✎ Log and analyze valve turning date to proposed repair and replacement schedules for all system valves
- ✎ Prepare and submit information about changes needed in the District's mapping and geographic information systems (GIS) to accurately reflect field conditions
- ✎ Flush fire hydrant laterals and mainlines to ensure good water quality
- ✎ Perform emergency hazardous materials response to District facilities
- ✎ Perform related duties as assigned
- ✎ Conduct traffic control as needed





QUALIFICATIONS

Distribution Operator I

Knowledge of:

-  Standard utility construction and water systems operation and repair techniques and principles
-  Basic mechanical principles
-  Proper work safety standards

Ability to:

-  Operate a variety of hand and power tools
-  Read, understand, and comply with District safety policies and procedures
-  Follow written and verbal instructions and work effectively with other crew members
-  Operate a motor vehicle



SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: One (1) or more years of construction/maintenance and repair experience preferably with a public utility.

Training: Any combination of formal or informal training and education that provides the ability to read or write at a level required to satisfactorily perform the assigned duties

Licenses and Certificates:

-  D1 Water Distribution certificate – SWRCB, required
-  Valid California driver's license, required

*In addition to the qualifications for **Distribution Operator I:***

Distribution Operator II

Knowledge of:

-  District sites and facilities

- ✎ Methods, materials and equipment used in the maintenance and repair of appurtenances and system hydraulics
- ✎ Basic water distribution systems and meter equipment and systems
- ✎ Advanced utility construction techniques and principles
- ✎ Applicable laws, and regulations
- ✎ District policies and procedures related to customer service and customer relations

Ability to:

- ✎ Operate welding and locating equipment
- ✎ Operate heavy equipment including loader, backhoe and small crane
- ✎ Operate a variety of hand and power tools
- ✎ Diagnose problems (i.e.; leaks and/or equipment failure) and provide effective solutions
- ✎ Coordinate assigned activities with the activities of other departments
- ✎ Collect GPS data and upload to GIS system

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) or more years of increasingly responsible public utility construction experience, or two years of experience as a Distribution Operator I. and required licenses / certificates

Training: Equivalent to completion of the 12th grade of high school and any combination of formal or informal training and education that provides the ability to read or write at a level required by the assigned duties

Licenses and Certificates:

- ✎ Valid California driver's license, required
- ✎ Grade D2 Water Distribution Certificate - SWRCB, required
- ✎ Confined Space Certificate, required
- ✎ Traffic Control Certificate, required
- ✎ Haz-Mat Tech – OSHA 1910.120, required
- ✎ English course or equivalent assessment, required within one year
- ✎ Grade T1 Water Treatment Certificate – SWRCB, required

*In addition to the qualifications for **Distribution Operator II:***

Senior Distribution Operator

Knowledge of:

- ✎ Diagnose advance problems and provide effective solutions
- ✎ Coordinate assigned duties with other departments and/or agencies
- ✎ Applicable codes, standards, laws, and regulations
- ✎ Advance water distribution principals

Ability to:

- ✎ Coordinate assigned activities with the activities of other departments
- ✎ Prepare field maps for Valve crew and process completed field data to GIS system
- ✎ Execute scheduled and emergency mainline shutdowns

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Two (2) or more years of increasingly responsible public utility construction experience, or two years of experience as a Distribution Operator II and required licenses / certificates

Training: Equivalent to completion of the 12th grade of high school and any combination of formal or informal training and education that provides the ability to read or write at a level required by the assigned duties

Licenses and Certificates:

- ✎ Valid Grade C California driver's license, required
- ✎ Grade D2 Water Distribution Certificate - SWRCB, required
- ✎ Confined Space Certificate, required
- ✎ Traffic Control Certificate, required
- ✎ Haz-Mat Tech – OSHA 1910.120, required
- ✎ Grade T1 Water Treatment Certificate – SWRCB, required
- ✎ Water Technology Certificate, desired

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities

- ✎ Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges including color vision with or without correction.
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

OTHER REQUIREMENTS

- ✎ May be required to work nights, weekends, holidays and overtime, as necessary
- ✎ May also be required to serve on standby duty as assigned by management

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date