

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **FIELD DISTRIBUTION OPERATOR
– WELDER / FABRICATOR**

GRADE LEVEL: E14

SUPERVISOR TITLE: Field Distributor Operator Foreman – Construction

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

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA

SUMMARY DESCRIPTION

Under general supervision, performs a variety of welding duties in the field and in the shop associated with domestic, reclaimed, and agricultural water and wastewater utility services including water lines, pump stations, and lift stations; fabricates and installs special devices; repairs trailers, backhoes, tractors, trucks; operates a variety of maintenance and construction equipment; and perform a variety of complex water utility-related construction duties including repairs to easement/right of ways, waterlines, appurtenances, and meter installations

CLASS CHARACTERISTICS

This is the advance journey level in the field distribution operator class series. Positions assigned to this level may provide lead supervision to journey level staff and independently perform highly technical and specialized tasks and full range of construction duties under general supervision. Positions assigned to this level may be required to fill in for distribution operator foreman from time to time and perform all necessary duties including, but not limited to, daily reports, hot work permits, excavations checklists, leak reports, asphalt reports, purchase order requests, material request lists, pictures, time logs, and work order processing. Because employees in classifications at this level are expected to be fully trained and competent, 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

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

- ✎ Install, maintain, repair and/or rebuild meter services; perform welding and fabrication duties
- ✎ Repair easements and right of ways
- ✎ Maintain vehicles with proper fuels and oils and maintain all equipment, tools, pumps and lights
- ✎ Maintain and repair water mains, water services, hydrants, valves, air-vacs, meters, and related appurtenances on three distinct, separate water distribution systems, including untreated, potable, and recycled systems
- ✎ Work around and in confined spaces and trench excavations
- ✎ Operate and haul heavy equipment to and from job sites; assist with maintenance of District offices
- ✎ Operate and work with all types of water valves; assist in resolving distribution problems
- ✎ Assist in training to staff with less certification and experience; deliver, maintain, operate, and provide training in the use of heavy equipment
- ✎ Perform mainline and facility shutdowns on systems as needed for emergency repairs or planned maintenance
- ✎ Handle customer complaints related to water distribution systems
- ✎ Assist in planning and organizing safety procedures at work site to include OSHA requirements, traffic control, confined spaces, trench shoring, and underground utility locating; conduct traffic control as needed
- ✎ Maintain and paint fire hydrants, air-vacs, and valves; repair and rebuild fire hydrants and valves
- ✎ Perform various welding activities associated with the cutting, fitting, laying, and repairing of domestic, reclaimed, and agricultural water and wastewater pipelines, and installation of meters, valves, and hydrants, and other appurtenant facilities.
- ✎ Perform other welding activities relating to repairs of heavy equipment such as backhoes, tractors, and trucks; fabricates special structures and devices.
- ✎ Prepare layouts, fabricate, and weld specialty projects related to pump stations, sewage lift stations, and other projects as directed
- ✎ Read blueprints and schematics; draw sketches to fabricate equipment and tools
- ✎ Operates an industrial truck crane and a variety of hand and power tools used in domestic, reclaimed, and agricultural water and wastewater system construction and maintenance work
- ✎ Install items that have been fabricated; as assigned, instruct and oversee other District employees in the installation process of fabricated items

- ✎ Fabricate and repair fencing and security devices surrounding reservoirs and all other District owned property; design security lock boxes for hatches and doors on reservoirs
- ✎ Operate equipment and power tools, including arc welding and gas welding equipment, grinders, sanders, lathes, and saws
- ✎ Coordinate assigned tasks with other departments and divisions as necessary; complete and maintain record of work performed and materials used
- ✎ Respond to emergency call-out situations and perform standby duty for emergency response on weekends and holidays according to predetermined schedule
- ✎ Read, understand, and ensure compliance with the District Safety Manual; attend safety meetings, as required; report all accidents, violations, or infractions to supervisor
- ✎ May be required to locate District utility service locations as requested by other companies or agencies to include pipeline, copper and polypropylene services, air-vacs and fire hydrant runs (certificate is required to perform these duties)
- ✎ Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- ✎ Methods, techniques, tools, equipment and supplies used in the welding and fabrication of domestic, reclaimed, and agricultural water and waste water utility services
- ✎ Welding properties of various metals and alloys
- ✎ Operational characteristics of a variety of tools and equipment including band saw and iron worker
- ✎ Basic metallurgy
- ✎ Methods, materials, practices, equipment, and tools required for pipeline, hydrant service, and meter installation and repair
- ✎ The use of power operated and hand tools and safety gear
- ✎ Occupational hazards and standard safety practices

Ability to:

- ✎ Perform a variety of welding functions in the maintenance and upkeep of District equipment
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- ✎ Operate a variety of welding equipment in a safe and effective manner

- ✎ Determine correct welding rod and procedure for work to be completed
- ✎ Identify problems and make concise and correct decisions
- ✎ Complete appropriate records and documents
- ✎ Perform precision tolerance fit-ups and layout fabrication from blueprints
- ✎ Work independently in the absence of supervision
- ✎ Understand and carry out oral and written directions
- ✎ Respond within a thirty (30) minute time period to the District's Headquarters while on standby duty; must be able to communicate by telephone while on standby duty
- ✎ Communicate clearly and concisely, both orally and in writing
- ✎ Establish and maintain effective working relationships with those contacted in the course of work

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: Three years of experience applying welding skills in the maintenance and repair of mechanical equipment

Training: Equivalent to the completion of the twelfth grade supplemented by specialized training in welding and fabricating

Licenses and Certificates:

- ✎ Grade D2 Water Distribution Certificate – SWRCB
- ✎ Grade T1 Water Treatment Certificate – SWRCB
- ✎ Traffic Control Certificate, required
- ✎ Fork Lift Operator Certificate, required
- ✎ Trench Shoring / Confined Space Certified, required
- ✎ First Aid Certificate, required
- ✎ Crane Operator Certificate, required
- ✎ Welding Certificate (American Welding Society), required

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 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

- ✎ Willingness to work nights, weekends, and overtime as necessary
- ✎ May be required to serve stand-by duty as assigned by management

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