

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 1, 2019

POSITION TITLE: **FIELD DISTRIBUTION OPERATOR I / II / SENIOR
- CONSTRUCTION**

GRADE LEVEL: E7 / E11 / E13

SUPERVISOR TITLE: Field Distribution Operator Foreman – Construction /Field Services Supervisor

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-related construction duties including mainline repairs, meter installations and repairs and easement / right of ways

CLASS CHARACTERISTICS

Field Distribution Operator I

This is the entry-level position in the field distribution operator class series. Positions assigned to this level perform limited or routine construction 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

















Field Distribution Operator II



This is the journey level position in the field distribution operator class series. Positions assigned to this level perform a full range of construction duties under general supervision. Because employees in classifications at this level are expected to be fully trained, competent and perform technical skills, 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 Field Distribution Operator

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 crew 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
-  Conduct traffic control as needed
-  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
-  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)
-  Operate and work with all types of water valves
-  Assist in Resolving distribution problems
-  Assist in providing 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

-  Maintain and paint fire hydrants, air-vacs, and valves. Repair and rebuild fire hydrants and valves
-  Perform related duties as assigned




QUALIFICATIONS

Field Distribution Operator I

Knowledge of:

-  Standard utility construction 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 oral instructions and work effectively with other crewmembers




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 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 perform the assigned duties







Licenses and Certificates:

-  First Aid, Forklift, Traffic Control, and Confined Space certifications, required or obtain within one (1) year
-  Valid California driver's license, required
-  Grade D1 Water Distribution certificate - SWRCB, required








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

Field Distribution Operator II

Knowledge of:

-  District sites and facilities
-  Methods, materials and equipment used in the maintenance and repair of pipelines, appurtenances and system hydraulics
-  Basic water distribution systems and meter equipment and systems
-  Advanced utility construction techniques and principles
-  Applicable laws, and regulations pertaining to traffic control and confined space/trench safety
-  District policies and procedures related to customer service and customer relations
Districts CMMS, and other computer software required for the position

Ability to:

-  Perform basic welding and fabrication assignments
-  Operate heavy equipment including dump truck, loader, backhoe, crane, forklift, etc.
-  Operate a variety of hand and power tools
-  Operate locating equipment
-  Diagnose problems (i.e.; leaks and/or equipment failure) and provide effective solutions
-  Coordinate assigned activities with the activities of other departments
-  Proficiently use a personal or laptop computer

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 Field Services Worker I. and required licenses / certificates

Training: 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. To be supplemented by specialized training in pipeline repairs and maintenance

Licenses and Certificates:

- ✎ Grade D1 Water Distribution certificate – SWRCB, required(Grade D2 desirable)
- ✎ Certified in Trench Shoring/ Confined Space, required
- ✎ Traffic Control certificate, required
- ✎ Forklift Operator certificate, required
- ✎ California unrestricted class A driver's license, w/ tankers endorsement required, Hazmat may be required

Senior Field Distribution Operator

Knowledge of:

- ✎ District sites and facilities
- ✎ Perform advanced welding and fabrication assignments
- ✎ Advanced water distribution systems and meter equipment and systems
- ✎ Advanced utility construction techniques and principles
- ✎ District policies and procedures related to customer service and customer relations
- ✎ Applicable laws, codes and regulations
- ✎ District rules, regulations, policies and procedures related to customer service and customer relations
- ✎ Districts CMMS and other computer software required of position

Ability to:

- ✎ Operate advanced welding and locating equipment
- ✎ Operate related heavy equipment
- ✎ Operate a variety of hand and power tools
- ✎ Diagnose problems (i.e.; leaks and/or equipment failure) and provide effective solutions
- ✎ Lead and participate in a full range of construction services
- ✎ Proficiently use a personal or laptop computer

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 (3) or more years of increasingly responsible public utility construction experience, or two (2) years of experience as a Field Services Distribution Operator II

Training: 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:

- ✎ Grade D 2 Water Distribution Certificate – SWRCB, required
- ✎ Grade T1 Water Treatment Certificate – SWRCB, required
- ✎ Traffic Control Certificate, required
- ✎ Fork Lift Operator Certificate, required
- ✎ Trench Shoring / Confined Space Certified, required
- ✎ First Aid Certificate, required
- ✎ Crane Operator certification, required
- ✎ California unrestricted class A driver's license, with Tankers Endorsement, required and Hazmat endorsement may be 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

- ✎ 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
- ✎ May be assigned Field Services Locator I duties as necessary

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