

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2019

**POSITION TITLE:** **FIELD DISTRIBUTION OPERATOR I / II / SENIOR  
– METER / AMR**

**GRADE LEVEL:** E7 / E11 / E13

**SUPERVISOR TITLE:** Field Distribution Operator Foreman – METER / AMR

**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 meter-related duties including, meter installations, Automated Meter Reading (AMR) equipment installations and updates, meter drop-ins, Geographical Information Systems (GIS) data gathering and downloading, and repairs to meter related problems within the potable and recycled systems

**CLASS CHARACTERISTICS**

**Field Distribution Operator I – Meter / AMR**

This is the entry-level position in the Field Distribution Operator – Meter/AMR class series. Positions assigned to this level perform limited or routine meter related 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 – Meter / AMR**

This is the journey level position in the Field Services Distribution Operator – Meter/AMR class series. Positions assigned to this level perform a full range of meter and construction duties under general supervision. Because Employees 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

**Field Distribution Operator Senior – Meter / AMR**

This is the senior level position in the Field Services Distribution Operator – Meter / AMR class series. Positions assigned to this level perform a full range of meter duties under general supervision. 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. Additional duties include supervision and assignment of work tickets to journey level positions in the absence of the Field Services Foreman. 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 all meter services and district-owned appurtenances as directed; diagnose pressure issues, and isolate sections of the distribution system
- ✎ Install AMR endpoints and program with correct meter information for either mobile or fixed network
- ✎ Capture GIS coordinates on all meter services and district-owned appurtenances using laptop computer; repair and diagnose electrical problems with equipment knowledge of all phases and areas of AMR; utilize required software and equipment to complete tasks
- ✎ Work around and in confined spaces and meter vaults
- ✎ Input all required data for repair tickets, exchange forms, and customer service information
- ✎ Repair landscape and PVC pipe
- ✎ Perform advanced hot work and freeze kit jobs on copper service laterals, including training journey level staff on techniques and safe practices
- ✎ Recommend appropriate repair methods and technical assistance
- ✎ Conduct traffic control as needed
- ✎ Maintain vehicles with proper fuels and oils and maintain all equipment, tools, pumps and lights
- ✎ Repair and maintain meters, AMR endpoints, pressure regulators, and angle stops
- ✎ Assist with maintenance of District offices
- ✎ Inspect, test and repair District maintained service protection, pressure-regulating valves (3/4" to 4")
- ✎ Diagnose/troubleshoot complex customer service complaints
- ✎ Conduct meter bench tests to AWWA specifications, when requested, and to field test meter sizes 3/4" – 12"

- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Field Distribution Operator I – Meter / AMR**

#### **Knowledge of:**

- ✎ Standard utility construction techniques and principles
- ✎ Basic mechanical principles
- ✎ Proper work safety standards
- ✎ Confined space
- ✎ Lock Out /Tag Out procedures

#### **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 crewmembers
- ✎ Proficiently use a personal or laptop computer.
- ✎ Coordinate assigned activities with the activities of other departments

## **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 water maintenance 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:**

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

*In addition to the qualifications for:*

### **Field Distribution Operator I / II – Meter / AMR**

#### **Knowledge of:**

- ✎ District sites and facilities
- ✎ Water distribution systems and meter equipment and systems
- ✎ Water Quality rules and regulations required for customer water services
- ✎ Advanced meter repair techniques and principles
- ✎ District pressure zones for accurate pressure problem diagnoses
- ✎ District policies and procedures related to customer service and customer relations
- ✎ Applicable laws and regulations pertaining to traffic control and confined space safety
- ✎ Basic to advanced computer skills
- ✎ Thermal Expansion
- ✎ Confined space procedures and training
- ✎ Lock Out /Tag Out procedures and training

#### **Ability to:**

- ✎ Diagnose meter related problems and provide effective solutions
- ✎ Diagnose customer service issues and explain District policy
- ✎ Operate a variety of hand and power tools
- ✎ Perform hot work and soldering
- ✎ Repair Flow Meters
- ✎ Ability to operate the Meter Test Bench and portable testing equipment
- ✎ Coordinate assigned activities with the activities of other departments

### **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 water utility experience, or two years of experience as a Field Distribution Operator – Meter/AMR I

**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:**

- ✎ Valid California driver's license, required
- ✎ Grade D1 Water Distribution Certificate –SWRCB, required
- ✎ Grade T1 Water Treatment Certificate - SWRCB, preferred
- ✎ Forklift Operator Certificate, required
- ✎ Traffic Control Certificate, required
- ✎ Confined Space Certificate, required
- ✎ First Aid Certificate, required

*In addition to the qualifications for:*

### **Field Distribution Operator II / Senior – Meter / AMR**

#### **Knowledge of:**

- ✎ District sites and facilities
- ✎ Advanced water distribution systems and meter equipment and systems
- ✎ District policies and procedures related to customer service and customer relations
- ✎ Water quality rules and regulations required for customer water services
- ✎ Highly complex and advanced techniques and practices required in meter services for repairs and troubleshooting customer side issues
- ✎ District pressure zones for accurate pressure problem diagnoses
- ✎ Basic to advanced computer skills
- ✎ Thermal expansion
- ✎ Confined space procedures and training
- ✎ Lock Out/Tag Out procedures and training
- ✎ All applicable laws, codes, and regulations concerning meter types and flow requirements

#### **Ability to:**

- ✎ Diagnose meter problems and provide effective solutions
- ✎ Perform complex hot work and soldering
- ✎ Operate and train others in the use of a variety of hand and power tools
- ✎ Advanced flow meter repairs
- ✎ Diagnose customer service issues and explain District policy
- ✎ Coordinate assigned activities with the activities of other departments
- ✎ Lead, participate, and advise in a full range of meter related repairs, upgrades, and customer service issues

## **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 meter experience, or three years of experience as a Field Distribution Operator – Meter/AMR 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 D2 Water Distribution certificate –SWRCB, required
- ✎ Grade T1 Water Treatment certificate –SWRCB, required
- ✎ Forklift Operator certificate, required
- ✎ Traffic Control certificate, required
- ✎ First Aid certificate, required
- ✎ Confined Space certificate, required
- ✎ Valid Class C California driver's license, required

## **PHYSICAL REQUIREMENTS/WORKING CONDITIONS** (I / II / Senior Levels)

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
- ✎ Regular attendance
- ✎ Hearing and vision within normal ranges

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** (I / II / Senior Levels)

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

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