

CARMICHAEL WATER DISTRICT JOB DESCRIPTION

POSITION TITLE: DISTRIBUTION OPERATOR 1 (DO1)

REPORTS TO: OPERATIONS MANAGER

Definition

Under immediate supervision, perform skilled and technical work in the construction and maintenance of pipelines and water services; construction work in the fabrication and assembly of utility water projects.

Distinguishing Characteristics

This is the entry level of the Water Distribution Worker series. Under close supervision, this position *learns* to perform a variety of duties in the operation, installation, maintenance and repair of water distribution facility system as described in *Examples of Essential Duties and Responsibilities*.

Positions in this class are flexibly staffed. At the discretion of the District, incumbents must advance to the Distribution Operator 2 position within two year of date of hire, provided they meet the required certification and minimum qualifications for the job class,

Supervision Received and Exercised

This classification receives direction and supervision from a journey level Distribution Operator 2 or 3, Foreman classification or Manager/Supervisor as assigned.

Examples of Essential Duties and Responsibilities

- Install, test, maintain, meters using various types of equipment. Inspect properties for installation of meters and property usage; perform conservation patrol as required. Make taps and install meters for new construction and existing facilities, collect routine water quality samples for laboratory testing.
- Perform a variety of duties associated with the installation, maintenance, and repairs of water distribution systems including; water main line installation, repair and replacement, water service line installation, repair and replacement, fire hydrant flushing, installation, repair and replacement, main line valve exercising, installation, repair and replacement, water meter installation, repair and replacement.
- Meet with District customers on various topics of concern. Represent the District while on the job speaking with and informing customers of scheduled work and work in progress. Investigate complaints; claims, reports of encroachment and vandalism; take necessary action to correct situations. Perform customer shut off procedures i.e.: door-hangers, shut offs, lock ups, service reinstates.
- Ensure assigned vehicles and equipment are inspected weekly and/or daily as required by law, VCL reports are turned in complete, report the need for repairs of equipment and vehicles as necessary or required by manufacturer's recommendation. Ensure that all service reports and/or work orders are returned each day and completed accurately.
- Respond to, mark and locate District facilities for Underground Service Alert compliance; Operate District's heavy equipment, dump truck, air compressor, backhoe, jackhammer, trencher, boring machine and variety of hand tools used to facilitate repairs.
- Performs maintenance on or around District facilities by seeping, cleaning, landscaping, trimming bushes and trees as needed, required or directed.

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- Build and maintain positive working relationship with co-workers, other District employees and customers, vendors and suppliers using principles of good customer service.

Minimum Requirements and Qualifications

- Conform to and be in accordance with all District policies, rules and procedures.
- Ability to stand and kneel for long periods of time during maintenance and repair work, pull, push, reach and lift parts and equipment exceeding one hundred pounds when needed or required.
- Required to be on-call (24-hour on-call status) to handle emergencies, including evenings, weekends, and holidays. Respond to District customers by phone within fifteen minutes and travel to District Yard within 45 to 60 minutes. The Distribution Operator 1 must obtain a CDPH D-2 license to become eligible for on-call rotation.
- Conform to and be in accordance with the California Department of Public Health's (CDPH) specialized training and contact hour requirements.
- Ability to read and interpret piping and distribution diagrams, blue prints, maps and pencil drawing.
- Work in a variety of environment conditions with exposure to dirt, dust, water, heat, cold and chemicals used in the daily operation of the distribution department.
- Distribution operators within this series must wear steel-toed safety boots and high visibility green or orange shirts, coats and/or safety vest at all times while in paid status. Hard hats must be worn while working in the county right-of-way, traffic areas and/or around or near heavy machinery.
- Vision and hearing within normal ranges with or without correction.

Licenses and Certificates

- High School Diploma or the Equivalent to a 12th grade education.
- Possess and maintain a valid State of California Class C commercial driver's license to start.
- Possess and maintain a valid State of California Class B commercial driver's license within two years of date of hire.
- Possess and maintain a valid CDPH Water Distribution Operator Grade 1 license with one year of date of hire or two consecutive test periods. Failure to obtain a CDPH D-1 license within the above mentioned time limit will result in termination.
- Possess and maintain a valid CDPH Water Distribution Operator Grade 2 license with one year or two consecutive test periods from the date the operator received a CDPH D-1 certification. Failure to obtain a CDPH D-2 license and a valid State of California Class B commercial driver's license within two years of date of hire will result in termination.

NOTE: *The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria that are performed by most incumbents, but other related duties may be performed. Not all duties listed are necessarily performed by each individual.*

SALARY RANGE: SEE CURRENT FY SALARY RANGE AND STEPS