

CARMICHAEL WATER DISTRICT JOB DESCRIPTION

POSITION TITLE: DISTRIBUTION OPERATOR 2 (DO2)

REPORTS TO: OPERATIONS MANAGER

Definition

Under general 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. To organize and prioritize assigned workload and staff, in order to complete assigned projects.

Distinguishing Characteristics

This is the journey level of the Water Distribution Worker series, performing the full range of duties at a higher level of independence under general supervision. Positions at this level are distinguished from other classes or positions within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, by the nature of the public contact made and the level of certification acquired. Employees at this level perform difficult and responsible types of duties assigned within the series, including provisions of technical and functional supervision and performance of journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

Positions in this class are flexibly staffed. At the discretion of the District, incumbents may be advanced to Distribution Operator 3 provided they meet the required certification and minimum qualifications for the job class as describe in the Distribution Operator 3 job description.

Supervision Received and Exercised

This classification receives immediate direction from a Distribution Operator 3, Foreman classification or Manager/Supervisor as assigned. This classification exercises technical and functional direction over assigned distribution operators in the absence of a DO3 operator on assigned crew. In the event of multiple DO2 operators assigned to a specific crew the operator with the most seniority per classification will be designated and assigned as the competent person to direct the entire crew assigned to that individual.

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.

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- Daily direction and work performance of subordinate employees; ensure assigned employees follow all safety standards, securing job sites and work areas to protect the general public and vehicular traffic and ensure subordinate employees employ proper personnel protective equipment (PPE) standards.
- 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.
- 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.
- Principles and practices of lead supervision, training subordinate employees as needed, required or directed in the daily activities of construction.
- 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
- 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 B commercial driver's license.

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- Possess and maintain a valid CDPH Water Distribution Operator Grade 2 license.

***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