

## CITRUS HEIGHTS WATER DISTRICT

### WATER DISTRIBUTION WORKER WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II

#### DEFINITION

To perform duties in the installation, maintenance, and repair of valves, mains, services and related potable water distribution system facilities and appurtenances; and to provide technical support to an assigned supervisor.

#### DISTINGUISHING CHARACTERISTICS

Water Distribution Worker – This is the trainee level class in the Water Distribution Operator series. Positions in this class work under immediate supervision while learning job tasks, have no prior experience in distribution system operations and do not possess a Distribution Operator's certificate. Water Distribution Workers perform the most routine duties, progressing to more complex duties with training and experience. The Water Distribution Worker is distinguished from the Water Distribution Operator I by the latter requires possession of certification.

Water Distribution Operator I - This is the entry level class in the Water Distribution Operator series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Water Distribution Operator I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Water Distribution Operator II - This is the journey level class in the Water Distribution Operator series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of the work, and meets performance standards.

#### SUPERVISION RECEIVED AND EXERCISED

##### Water Distribution Worker

Receives immediate supervision from an assigned supervisor.

##### Water Distribution Operator I

Receives immediate supervision from an assigned supervisor.

Water Distribution Operator II

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Excavate, inspect, flush, clean and repair water mains, lines and laterals; perform weed abatement as necessary to clear drains, channels, and ditches.

Excavate concrete, pavement, and dirt and set up concrete forms as necessary, and backfill open trenches and complete surfaces "to-finish" as appropriate; remove and apply paint and other coatings to water facilities and equipment.

Install, repair, upgrade and/or replace manholes, fire hydrants, valves, meters, and meter vaults; exercise valves according to preventive maintenance schedules and test water volume and pressure.

Set up traffic control including signs and barricades, and direct traffic around work sites.

Operate a variety of equipment including large trucks and medium-sized construction equipment such as loaders, backhoes, trenching machines, and compressors, as well as pipe threaders, and concrete saws.

Operate leak detection and pipe location equipment relative to excavation, tapping and repair of mains and lines; inspect and assess leaks.

Repair and/or replace water meters and related mechanisms, including disassembly, cleaning, inspection, replacement and testing of parts; maintain related records; prepare water service for use including installation of water meters and backflow prevention devices.

Read and interpret water system maps and blueprints, including Underground Service Alert marking and notification.

Perform routine preventive maintenance on tools, equipment, and vehicles used in the work and stock vehicles with adequate supply of tools and equipment needed to perform the work. Keep records related to work, materials, and maintenance activities, including confined space entry.

Notify customers of water main shutdowns.

Turn water service on/off as requested by customers or District staff including location of necessary valves.

Respond to emergency calls.

Maintain a physical presence in the office which is necessary to perform essential tasks.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Water Distribution Worker

##### Knowledge of:

Principles, methods and practices related to job safety.

Methods, tools, materials and equipment used in system construction.

Basic use of power tools and construction materials.

##### Ability to:

Operate hand and power tools and equipment.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Perform heavy physical labor.

Safely operate motor vehicles.

Deal tactfully and courteously with the public.

Follow oral and written directions.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

No experience is required; some general maintenance and/or construction experience is preferred.

#### Training:

Equivalent to the completion of the twelfth grade.

### License and Certificate

Possession of a valid California Class C Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

Possession of, or ability to obtain, a Grade D1 Water Distribution Operator certificate from the State of California Water Resources Control Board within 1 year of hire or promotion. Candidates who do not currently hold the certification must obtain it within this timeframe. Failure to obtain the required certification within one year may result in disciplinary action, up to and including termination of employment. Exceptions will be considered on a case-by-case basis due to extenuating circumstances. Failure to maintain such required certification may be cause for disciplinary action.

### Water Distribution Operator I

In addition to the qualifications for the Water Distribution Worker:

#### Knowledge of:

Uses and purposes of general construction tools and equipment.

Safe work practices.

Basic use of power tools and construction materials.

Principles and practices of customer service.

Ability to:

Learn to perform unskilled and semi-skilled tasks in a variety of utility construction and maintenance activities.

On a continuous basis, know and understand operations, and observe safety rules. Intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Operate hand and power tools and equipment.

Perform heavy physical labor.

Operate and use modern office equipment including computers and applicable software.

Utilize appropriate safety procedures and practices for assigned duties.

Respond to emergency calls.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of responsible experience similar to Water Distribution Worker with the District.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class C Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for

disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

Possession of, or ability to obtain, a Grade D1 Water Distribution Operator certificate from the State of California Water Resources Control Board within one year of hire or promotion. Candidates who do not currently hold the certification must obtain it within this timeframe. Failure to obtain the required certification within one year may result in disciplinary action, up to and including termination of employment. Exceptions will be considered on a case-by-case basis due to extenuating circumstances. Failure to maintain such required certification may be cause for disciplinary action.

### Water Distribution Operator II

In addition to the qualifications for the Water Distribution Operator I:

#### Knowledge of:

Methods, techniques, tools, and operating characteristics of mechanical equipment used in the construction and maintenance of water systems facilities.

Operations, procedures, policies and precedents of the District.

Principles, methods and practices related to job safety.

#### Ability to:

Independently perform semi-skilled and skilled work in the construction, maintenance, and repair of water systems facilities

#### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

##### Experience:

One year of responsible experience similar to Water Distribution Operator I with the District.

##### Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class C Driver's License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for at least two (2) years duration is required. The driving record shall not contribute to an increase in the District's automobile insurance rates.

Possession of, or ability to obtain, a Grade D2 Water Distribution Operator certificate from the State of California Water Resources Control Board within one year of hire or promotion. Candidates who do not currently hold the certification must obtain it within this timeframe. Failure to obtain the required certification within one year may result in disciplinary action, up to and including termination of employment. Exceptions will be considered on a case-by-case basis due to extenuating circumstances. Failure to maintain such required certification may be cause for disciplinary action.

FLSA: Non-Exempt