



Job Title: **Water Distribution Operator I/II**
Department: **Department of Utilities**
Date: April 20, 2022
 Non-Exempt
FLSA Exemption: N/A
Job Reports To: Water Utilities Superintendent
Pay Grade: I = 8 and II = 10
 Full Time

Job Description

Summary/Objective:

Water Distribution Operator I intermediate level position, which performs under close or general supervision. This is the entry-level position in the class series performing work maintenance, repair, installation, and construction of the water and wastewater distribution systems and facilities. Troubleshoots and identifies water/sewer flow problems, initiating corrective actions, and preparing work orders and discrepancy reports. Other typical tasks performed are installing blacktop and concrete to streets and sidewalks when installations and repairs are complete; reading water meters; operating SCADA Systems, responding to emergency situations as necessary; and performs other related duties as assigned.

Water Distribution Operator II advanced level position which performs similar duties to the I classification, but under limited supervision. Performs a full range of assigned duties with a significant degree of independence and sound judgment with regard to appropriate and safe procedures and practices in matters related to work procedures and methods. Performs other related duties as assigned.

Essential Job The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. *Reasonable accommodations may be made to enable individuals with disabilities to perform the following essential functions:*

1. Sets up job site including positioning of equipment and materials; barriers and proper traffic control devices; and maintains traffic control speed utilizing safety procedures.
2. Operates City equipment including compressors, generators, compactors, boring tools, tapping machines, concrete saws, valve machines, jackhammers, pipe cutting equipment, welders, paint sprayers, herbicide spray rigs, flow meters, and a wide variety of other hand, hydraulic and power equipment; checks condition of equipment; cleans and maintains tools and equipment used in the field and shops.
3. Operate City trucks heavy equipment including backhoe, sewer combination truck, front-end loader, tractor, dump truck, vactor, truck with trailer, vacuum trucks, skip loaders, trenchers, valve truck, water tanker, meter reading cart, sewer line jetter,

boom truck, bucket truck, loader, bob-cat, and aerial truck. This includes the operation of commercial vehicles.

4. Responds to sewer back-ups; trouble shoots problem and performs required repair.
5. Operates SCADA Systems.
6. Traces, locates, and taps water/sewer lines; marks water/sewer utilities; reads and locates water/sewer lines and mains from blueprints; performs dry and wet tapping of water mains for service connections.
7. Installs, repairs, and removes complex residential and commercial water meters; reads water meters; installs and repairs valve boxes and water valves.
8. Installs blacktop/concrete to streets/sidewalks when installations/repairs are complete.
9. Assist in evaluating service needs and work methods; developing plans to satisfy future needs of various water distribution services; follows operation and safety procedures; investigates service requests and complaints made by the public; as necessary, explains priorities, programs and policies and initiates appropriate action.
10. Fire flow testing to ensure adequate amounts of water for fire protection; hydrant flushing to improve water quality; and valve turning for emergency functionality when valves are needed to shut down system.
11. Water sampling to ensure City water is within MCLS guidelines; water system mapping to reflect changes identified in water lines and valves.
12. Advises public and businesses of proper installations and repair or removal of meters.
13. Respond to emergency situations as necessary taking appropriate action such as placing barricades, removing fallen trees and limbs, and resolve public safety hazards.
14. Estimates time and material costs of various projects; evaluates and implement changes in work methods, priorities and routes; and assists in the control of expenditures of allocated funds.
15. Maintain records, logs, and prepare a variety of reports and memos on work performed; research vandalism and claims against the City; may participate in administrative studies in areas outside the scope of regular duties.
16. Operates a City truck; reports mechanical problems; keeps truck stocked with supplies.
17. Responds to citizen complaints tactfully and promptly; investigates, evaluates, and resolves customer service requests and complaints in a timely manner.
18. Answers emergency calls from the public and other agencies, taking appropriate emergency response such as placing barricades, repairing leaks, shutting off main lines and correcting problems with the pumps and reservoir.
19. Assists other Public Utilities Divisions as needed including water support, wastewater, weed abatement, painting, facilities work, setting up signage, assists with cross training of department staff, delegates to on-call staff and assists with aspects regarding water treatment.

Other Job Related Duties Performs related duties or responsibilities as assigned.

May require 24-hour a day emergency call back with little or no notice and required to carry a cell phone as directed. Must respond in a timely manner to all phone calls. Required to work an on-call rotating schedule, including weekends and holidays and subject to 24-hour emergency call outs. Employees repeatedly refusing to serve on-call or report for emergencies, shall be subject to disciplinary action.

Conformance Statement

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, residents, suppliers and elected officials.
- Work cooperatively and effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.
- Maintain the highest level of ethical behavior in all matters.

Competencies

1. Ethical Conduct.
2. Time Management.
3. Organization Skills.
4. Project Management.
5. Personal Effectiveness/Credibility.

Qualification Guidelines

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

Education High school diploma or equivalent.

Experience

WDO I: Three years (3) experience in performing general construction or mechanical equipment maintenance work involving the use of hand and power tools and the operations of non-commercial trucks.

WDO II: Five years (5) experience in performing general construction or mechanical equipment maintenance work, or performing duties comparable to those of a Water Distribution Operator I.

Desirable One (1) years of experience in a lead or supervisory capacity. Two (2) years of experience setting up, organizing and directing traffic control. Specialized college coursework or training in Water Distribution system repair, maintenance and operation. Experience filing City and State reporting regulations.

License / Certificate (Required to possess at hire or within 6 months of employment)

WDO I/II: Possession of a Water Treatment Operator Grade 1 certificate from the California Department of Public Health.

WDO I/II: Possession of a Water Distribution Grade 2 certificate from the California Department of Public Health.

WDO I/II: Must possess a Class "B" Commercial California Driver's License with Tanker Endorsement. Applicant must provide a printout of driving record for the past 6 months from the Department of Motor Vehicles and attach to their job application.

Failure to obtain license or certificate within allotted timeframe may result in disciplinary action that may include salary freeze, promotional freeze, demotion, suspension or termination without administrative or judicial appeal.

Current employees shall continue to be required to have previous certification requirements for their existing job.

Condition of Employment

Must possess and maintain a valid California Driver's License and maintain a clean driving record for insurability through the City of San Jacinto. Failure to maintain license/insurability will result in disciplinary procedures including suspension without pay, demotion, and/or termination without Administrative or Judicial appeal.

Knowledge, Skills & Abilities

Knowledge of:

- Principles, methods and techniques for operating pumps, valves, electric motors, diesel and electric engines, computerized and manual control systems; functions and servicing requirements of the equipment used in the water distribution system; principals, methods practices and techniques utilized in the chemical, bacteriological and biological analysis; Federal and State safe drinking water laws and regulations.
- Use and purpose of general construction and maintenance tools/equipment.
- Operational characteristics, maintenance procedures, functions and servicing requirements of specialized water distribution equipment, and systems.

- Materials, methods, practices, and equipment used in the maintenance and repair of pumps, motors, reservoirs, automatic valves, and pipeline systems.
- Occupational hazards and standard safety practices necessary in construction, maintenance and repair work; proper handling of hazardous materials.
- Personal computer and software applications; record keeping and reporting process; basic mathematical principles.
- Traffic laws, ordinances, rules, and safe driving practices involved in truck and heavy equipment operations; proper methods of traffic control and delineation.
- Relevant federal and state laws and regulations; City policies and procedures.

Ability to:

- Efficiently and safely, operate pertinent equipment, tools and vehicles.
- Perform duties in the construction, maintenance and repair of water systems.
- Read, interpret, and apply technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Estimate material and labor needs; make accurate mathematical calculations.
- Act effectively under stressful or emergency situations.
- Understand and follow oral and written instructions and directives.
- Communicate clearly and concisely, both orally and in writing.
- Provide phone or electronic communication as necessary for the job; respond to emergencies 24-hours a day.

Skill to:

- Operate a wide variety of equipment and tools used in water distribution system maintenance and repair, in a safe and effective manner.
- Select and maintain machinery and equipment used in the area of work.
- Identify specialized water distribution system maintenance needs and take corrective actions as needed.
- Independently perform difficult maintenance and repair duties in area assigned.
- Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information.
- Establish and foster positive and harmonious working relationships with those contacted during work; act effectively under stressful or emergency situations.
- Exercise good judgment, common sense, flexibility, creativity, and sensitivity in response to changing situations and needs.

Work Authorization/Security Clearance

Must complete post-offer/pre-employment Department of Justice finger printing and background screening. Work authorization as required by the U.S. Citizenship and Immigration Services is mandatory within three business days of hire.

Disaster Service Worker Requirements

Under California Government Code Sections 3100 - 3109, public employees are designated as disaster service workers. The term "public employees" includes all persons employed by the state or any county, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

Pre-Employment

All employment offers are contingent upon successful completion of a pre-employment physical exam, a criminal background investigation which includes finger printing and a Department of Transportation pre-employment drug/alcohol test.

Working Conditions, Mental and Physical Demands

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

Work Environment

Frequently works in extreme outside weather conditions, in or near road traffic; near moving mechanical parts and in high places. The employee is frequently exposed to wet and/or humid conditions. The noise level is frequently loud. Required to work on an on-call rotating schedule, including weekends and holidays and is subject to 24-hour emergency call out.

Physical Demands *(Essential duties require the following physical skills and work environment)*

Ability to talk, hear, sit, stand, walk, balance, kneel, crouch, stoop, squat, crawl, twist, climb, and frequently push, pull or lift up to 60 lbs. and occasionally push, pull or lift up to 90 lbs; use hands and fingers to handle, feel or operate objects, tools or controls and reach with hands and arms; vision abilities for close/distance vision, distinguish color, peripheral vision, depth perception and the ability to adjust focus; ability to wear protective apparel; exposure to heat, noise, outdoors, vibration, non-permitted confining work space, hazardous chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards; ability to

travel to different sites and locations. Occupational hazards and standard safety precautions necessary in public works maintenance and repair.

Essential Mental Functions

Regularly required to use written and oral communication skills; read and interpret data; analyze and solve problems; use math and mathematical reasoning, observe and interpret situations; learn and apply new information or new skills, interact with City staff, and irate citizens.

Supervisory Responsibility

These positions have no direct supervisory responsibilities.

Expected Hours of Work/Work Schedule

Monday – Thursday 6:30 AM – 5:00 PM (4x10 work week). Occasional evening and weekend work may be required as job duties demand. On-call rotational status required. May require 24-hour emergency call back with little or no advance notice.

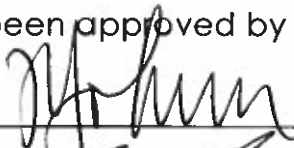

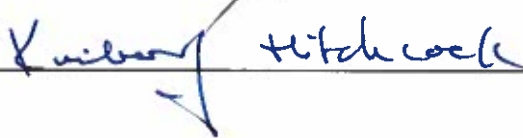
Travel

Regular, local travel is expected for this position. In addition, out of town travel for conferences, workshops, and various training opportunities is likely.

Disclaimers and Approval

The disclaimer informs the employee that the job description is not a contract between the employee and the employer, that the employer may change the job description or that the employer may request the employee to perform additional duties.

This job description has been approved by all levels of management:

City Manager _____  Date 4/20/2022
Chief of Public Utilities _____  Date 4/27/22
HR _____  Date 4/20/22

Disclaimers and Approval

This job description is not a contract between the employee and the employer. The employer may change the job description at any time and the employer may request the employee to perform additional duties.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____