

FLORIN RESOURCE CONSERVATION DISTRICT/  
ELK GROVE WATER DISTRICT  
CLASS SPECIFICATION

*FRCD/EGWD is an equal opportunity employer.  
Employment is at-will.*

POSITION:	<b>Water Distribution OIT/I/II/III</b>
DEPARTMENT/DIVISION:	Distribution/Utility
DIRECTLY REPORTS TO:	Water Distribution Supervisor
FLSA:	Non-exempt
DIRECTLY SUPERVISES:	N/A

### **Job Definition**

Classifications in this series perform the full range of assigned duties for the operations and maintenance functions of the distribution system. The Distribution and Utility Departments are responsible for a variety of maintenance and construction tasks associated with the installation, repair and replacement of existing distribution system facilities and appurtenances.

### **Distinguishing Characteristics**

Water Distribution Operator in Training This is the entry level position in the Water Distribution Operator series. Positions in this class generally require minimal related work experience. Water Distribution Operators in Training work under close supervision while learning job tasks, progressing to relatively less supervision as procedures and processes of assigned tasks are learned. Receives close supervision from the Water Distribution Supervisor.

Water Distribution Operator I This is the first certified level in the Water Distribution Operator series. Employees at this level receive relatively less instruction or assistance than the Operator in Training position and are fully aware of the operating procedures and policies within the work unit. Positions in this class are typically filled by advancement from the Operator in Training level once the individual meets the qualifications and performance standards of the I level and demonstrates an ability to perform all facets of the position. Receives general supervision from the Water Distribution Supervisor.

Water Distribution Operator II This is the second certified level in the Water Distribution Operator series. Employees at this level receive relatively less instruction than the Water Distribution Operator I and are fully aware of the operating procedures and policies within the work unit. Positions in this class are normally filled by advancement from the I level once the individual meets the qualifications and performance standards of the II level, demonstrates an ability to perform all facets of the position, and meets any other assessment requirements to move to the II level. Receives general supervision from the Water Distribution Supervisor.

Water Distribution Operator III This is the third certified level in the Water Distribution Operator series. Positions at this level are distinguished from other classes 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. Individuals in this position perform the most difficult and responsible types of duties assigned to classes within this series and are required to be fully trained in all procedures related to assigned areas of responsibility. Receives minimal supervision from the Water Distribution Supervisor.

## **Examples of Essential Duties**

*Duties may include, but are not limited to, the following:*

- Repairs main and service line leaks and breaks; replaces lines as needed.
- Repairs water system infrastructure such as gate valves, meter connections, angle stops, service pipes, and corporation stops as needed.
- Taps main lines for new or replacement service.
- Performs a variety of maintenance and repair tasks on water distribution facility system elements such as fire hydrants, air relief valves, blow-offs, pressure control stations, sample stations, and general District facilities and equipment as needed.
- Cleans dead-end lines by discharging water until no apparent odor, taste or color exists, fully complying with all required permit conditions.
- Reads meters, shuts services off, and/or removes meters as directed.
- Shuts down main lines in emergencies (under supervision)
- Distributes customer notices.
- Operates various equipment (air compressor, jackhammer, etc.) and forklift (upon certification).
- At the I level:
  - Shuts down main lines in emergencies (without supervision)
  - Performs traffic control (DOT)
  - Performs on-call duty as scheduled.
- At the II level:
  - Conducts tail gate meetings as required.
  - Performs hot asphalt/road repair.
  - May perform inspections.
- At the III level:
  - Assists contractors and representatives of other utilities with location of District facilities.
  - Responds to customer complaints regarding water quality, low and high pressure, and water consumption resulting in high bill.
  - Performs inspections.
  - Schedules and leads work crews when required.
  - Provides training and direction to crews as required.

## **Qualifications**

### Water Distribution Operator in Training

Ability to:

- Operate District vehicles.
- Use a telephone for communication with District staff.
- Use office equipment such as computer terminals, copiers, and facsimile machines.
- Communicate orally with District management, co-workers, and the public in a variety of settings.

## Water Distribution Operator I

In addition to the qualifications for the Water Distribution Operator in Training:

### Knowledge of:

- District policies, procedures, and standards.
- Principals of work safety.
- Basic equipment maintenance and repair.
- Trench shoring and safety practices.
- Laws, regulations, and ordinances applicable to water treatment, distribution operations, and underground utility installations, methods, and repairs.
- Mathematical principals related to water measurement and distribution systems.
- Principals of traffic control measures.
- Operating principals, methods, materials, and equipment used in water system installation, maintenance, construction, and repair work.
- Disinfection procedures and protocol.
- Aspects of water quality, including sampling and monitoring, types of contaminants and potential adverse health impacts, aesthetic qualities (taste, odor, etc.) and applicable local, state, and federal regulations.
- Computer operations and software such as: Cityworks, Microsoft: Word, Excel, Access, and Outlook.

### Ability to:

- Work independently.
- Use hand tools: cut-off saw, jack hammers, pipe beveler, powder puff, and miscellaneous hand tools as required predicated by demonstrated knowledge and ability.
- Operate main valves properly to avoid water hammer, as necessary.
- Use equipment: air compressor, bobcat, dump trucks, trash pumps, and vacuum excavators.
- Call in and mark an Underground Service Alert (USA) for District work.
- Calculate chlorine dosages.
- Read and calibrate a chlorine residual kit.
- Communicate with District management, co-workers, and the public in written and oral form.

## Water Distribution Operator II

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

### Knowledge of:

- Proficient in rules and regulations of trench shoring and safety practices.
- Set-up and run laser levels (Distribution Department)
- Confined space laws and procedures.

### Ability to:

- Use equipment: backhoe loader, bobcat with all attachments, cold planer, drum roller, hydro-pneumatic pump, and oiler.
- Locate District utilities for a USA.
- Use pocket penetrometer.

- Repair asphalt and understand process.
- Set-up and run laser levels (Utility Department)
- Install water mains and appurtenances with little supervision.
- Calculate concrete and asphalt quantities.
- Establish and maintain cooperative working relationships with outside vendors and contractors.
- Communicate with outside vendors and contractors in written and oral form.

### Water Distribution Operator III

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

#### Knowledge of:

- Laws, regulations, and ordinances applicable to water treatment and distributions operations.

#### Ability to:

- Lead, monitor, and supervise a team to achieve project goals.
- Plan and orchestrate work.
- Lead a project with little to no supervision.
- Prioritize and manage tasks; apply critical thinking skills.
- Assess irregularities, think clearly under pressure, and take appropriate corrective action.
- Perform in emergency situations.
- Read, analyze, interpret, understand, and implement directions.
- Directs emergency operations and repair work, when required.
- Use equipment: excavator, backhoe, directional bore rig, directional locator.
- Order materials.
- Work with engineers to develop plans.
- Proficient with all equipment necessary to perform hot asphalt/road repairs.
- Read and interpret piping and instrumentation diagrams, maps, and drawings.
- Operate and maintain District water pumping plants and treatment facilities.
- Communicate proficiently with District management, co-workers, the public, outside vendors and contractors in written and oral form.

### **Physical Requirements**

- Carry, push, reach, and lift equipment and parts weighing up to 90 pounds.
- Stoop, kneel, crouch, crawl, and climb during field maintenance and repair work.
- Regularly work in an outdoor environment, with exposure to dust and dirt, including adverse weather conditions.
- Walk on uneven terrain.
- Sit for extended periods of time.
- Hear and see within normal ranges.

### **Required Certifications and Licenses**

Possession of a valid Class C Driver's License; and

### Water Distribution Operator in Training

- Must obtain a State of California Water Distribution Operators certificate D1 within eighteen months of employment.
- Must obtain a State of California Water Treatment Operators certificate T1 within eighteen months of employment.

### Water Distribution Operator I

- Possession of State of California Water Distribution Operators certificate D1.
- Possession of State of California Water Treatment Operators certificate T1.

### Water Distribution Operator II

- Possession of State of California Water Distribution Operators certificate D2.
- Possession of State of California Water Treatment Operators certificate T2.

### Water Distribution Operator III

- Possession of State of California Water Distribution Operators certificate D3.
- Possession of State of California Water Treatment Operators certificate T2.

## **Required Education and Experience**

### Water Distribution Operator in Training

Possession of a high school diploma or equivalent.

### Water Distribution Operator I

Possession of a high school diploma or equivalent. One (1) year of experience with EGWD, classified as an Operator in Training; or One (1) year of increasingly responsible work experience in water pipeline construction work, and performing work in the operation, maintenance, and repair of water distribution/treatment facility systems.

### Water Distribution Operator II

Possession of a high school diploma or equivalent. Two (2) years of experience with EGWD or Two (2) years of increasingly responsible work experience in water pipeline construction work, and performing work in the operation, maintenance, and repair of water distribution/treatment facility systems at another water utility.

### Water Distribution Operator III

Possession of a high school diploma or equivalent. Three (3) years of experience with EGWD or Three (3) years of increasingly responsible work experience in water pipeline construction work, and performing work in the operation, maintenance, and repair of water distribution/treatment facility systems