

**CARMICHAEL WATER DISTRICT
Classification Specification**

Job Class: Distribution Operator (DO) Series (D01 – D03)
FLSA Status: Non-Exempt
Supervisor: Field Superintendent
Effective Date: April 2015

Description

Under supervision, Distribution Operators in this series perform a variety of unskilled to skilled labor 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

Distribution Operator 1 (DO1): This is an entry level class in the Distribution Operator series. Operators in this class work under close supervision while learning job tasks. Positions at this level are distinguished from other classes or positions within the series by the ability to perform the full range of duties assigned. Operators in this class are unable to perform on-call duties.

Distribution Operator 2 (DO2): This is the journey level class in the Distribution Operator series. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. Positions at this level are distinguished from other classes or positions within the series by the ability to perform the full range of duties assigned including being able to perform on-call duties.

Distribution Operator 3 (DO3): This is the journey level class in the Distribution Operator series. Employees at this level are required to be highly trained in all procedures related to assigned areas of responsibility. Positions at this level are distinguished from other classes or positions within the series by the possession of a California Department of Public Health (CDPH) Grade D3 Certification, the ability to perform the full range of duties assigned at an advanced and independent level including assuming responsibility to direct a crew, problem solving skills, customer service skills, and being able to perform on-call duties.

For open positions in this series, operators may be advanced provided they meet the required certification level, experience and minimum qualifications for the job class as described in the Distribution Operator Series job description.

Supervision Received and Exercised

Distribution Operator 1 (DO1): Receives immediate supervision from the Superintendent or District Designated Representative and may receive technical and functional direction from journey level operators.

Distribution Operator 2 (DO2): Receives immediate supervision from a DO3 Operator, the Field Superintendent or District Designated Representative; and may receive technical and functional direction from other journey level operators. May exercise technical and functional direction over less certified or experienced distribution operators. Exercises technical and functional direction over assigned distribution operators in the absence of a DO3 operator on assigned crew.

Distribution Operator 3 (DO3): Receives immediate supervision from the Field Superintendent or District Designated Representative; and may receive technical and functional direction from other journey level operators. Exercises technical and functional direction over less certified or experienced distribution operators. Directs crew.

Essential Duties and Responsibilities

The following duties are typical for this classification series. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform a variety of duties associated with the repair and replacement of water distribution systems including main line, service line, fire hydrant, main line valve and meters. Duties include but are not limited to:
 - Locate and inspect properties for existing facilities and property usage.
 - Evaluate and make recommendations on improvements to existing facilities.
 - Construction and maintenance of facilities which requires a variety of unskilled or semi-skilled heavy labor (i.e. dig, cut, pipe fitting, load and unload equipment and materials)
- Respond to, mark and locate District facilities for Underground Service Alert compliance.
- Operate heavy equipment, dump truck, air compressor, backhoe, jackhammer, trencher, boring machine and variety of hand tools.
- Ensure that all materials are properly managed and accurately recorded for each service order.
- Ensure that all service orders and associated paperwork are completed accurately and returned each day.
- Perform excellent timely customer service which includes but is not limited to:
 - Inform customers of scheduled work and work in progress (i.e. deliver notifications, speak with customer).
 - 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).
 - Perform conservation patrol as required.
 - Collect routine water quality samples for laboratory testing.
- Perform general maintenance activities (i.e. maintain, clean, oil, lube, store, etc.), and general housekeeping (i.e. sweep, clean, landscape, and trim bushes and trees), facilitate repairs as needed, and complete safety and compliance activities (i.e. inspection, logs, reports, etc.) which include but are not limited to:
 - Vehicles.
 - Equipment.
 - Facilities.
 - Tools.
 - Lockout/Tagout procedures.
 - Confined space procedures.
- Attend, support and participate in training.
- Participate and comply with safety programs and procedures for employees.

- Comply with all District policies and procedures (i.e. Policy Manual, Rules and Regulations Manual, Emergency Response Plan, IIPP, etc.).
- Ensure all work performed is completed to District standards.

DO1 are expected to learn the essential duties with the assistance of the DO2, DO3 and direction of Superintendent. DO1 will not perform shut offs and operate heavy or power equipment until qualified.

Additional Essential Duties and Responsibilities for Distribution Operator 2 and 3 (DO2 - DO3)

- Ensure daily direction and work performance of assigned employees (crew) including but not limited to:
 - follow all safety standards
 - secure job sites and work areas to protect District employees, the general public and vehicular traffic (i.e. traffic control)
 - employ proper personnel protective equipment (PPE) standards.
- May provide training to other employees.
- Perform on-call procedures as required, including evenings, weekends, holidays and emergencies.

Qualifications

Distribution Operator 1 (DO1):

Operators in this class must possess **knowledge and abilities** identified below:

Knowledge of:

- Tools and equipment used in distribution system construction.
- Customer service
- Principles of mathematics, biology and chemistry.
- Standard safety practices and programs.

Ability to:

- Safely operate motor vehicles and power-driven equipment (i.e. dump truck, air compressor, jackhammer, etc.)
- Use a variety of hand and power tools.
- Perform heavy physical labor requiring strength, dexterity and agility.
- Follow both oral and written instructions.
- Perform assigned duties.
- Perform water distribution mathematical calculations.
- Perform basic computer functions and familiarity with applicable software programs.
- Communicate clearly and concisely both orally and in writing.
- Exercise good judgment.
- Establish and maintain cooperative working relationships.
- Operate a variety of standard office equipment, telephone, electronic devices (i.e. laptop, smart phones, tablet, GPS, etc.), personal computer and software applications for word processing, graphic presentations, spreadsheets, and other job-related software.

Distribution Operator 2 (DO2):

Operators in this class must possess advanced **knowledge and abilities** of Distribution Operator 1 (DO1) in addition to those identified below:

Knowledge of:

- Principles and practices of distribution system operations and maintenance processes.
- Methods and materials used in distribution system construction.
- Principles and practices of lead supervision.
- Read and interpret piping and distribution diagrams, blue prints and maps.
- Regulatory compliance requirements.
- Conflict resolution.

Ability to:

- Safely operate additional power-driven equipment (i.e. backhoe, forklift, trencher, boring machine, etc.)
- Diagnose distribution operational problems and correct or provide recommendations.
- Communicate needed follow-up and schedule for field work.
- Perform assigned on-call duty, making operational adjustments as required.
- Work independently, demonstrating initiative and independent thinking.
- Identify and correct unusual, inefficient, or dangerous operating conditions.
- Maintain records and prepare reports.
- Effectively train less qualified personnel.
- Effectively manage time and workload to maximize productivity.
- Effectively represent the District with the public, community groups, contractors, and other organizations.

Distribution Operator 3 (DO3):

Operators in this class must possess **advanced knowledge and advanced abilities** of Distribution Operator 2 (DO2) in addition to those identified below:

Ability to:

- Ensure regulatory compliance.
- Ensure and correct standard safety practices and programs.
- Draft, read and interpret piping and distribution diagrams, blue prints and maps.
- Perform advanced level water distribution mathematical calculations.
- Plan, schedule and coordinate field work.
- Direct and explain processes clearly and concisely.

Physical Requirements

The physical requirements 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 the essential job functions.*

- May travel occasionally by airplane conducting District business.
- Travel regularly by vehicle for District related duties and activities.
- Communicate orally and in writing with District management, co-workers, and the public in one-to-one and group settings.
- Vision and hearing within normal ranges with or without correction.

- Regularly use telephone for communications.
- Regularly use electronic devices.
- Typically work in a field environment doing the following physical activities:
 - Occasionally: sit, fine manipulation, ride in a vehicle.
 - Frequently: walk, stand, squat, climb, crawl, twist, repetitive use of hands, grasp, push, pull, reach above and below shoulder level, lift and carry up to 60 lbs., operate equipment, operate stationary machinery, operate vehicle or mobile equipment, operate dump truck, equipment, heavy machinery, dig with a shovel and hand tools.
 - Heavy manual labor requiring continuous kneeling, bending, lifting, and operation of manual and power tools.
 - Differentiate between and perceive color, sound, smell, taste, texture and form.
- Occasionally work in an office environment: at a desk or table, sit or stand for extended time periods.

Environmental and Working Conditions

The environmental and working conditions herein are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- The performance of this position requires exposure to job site, distribution and production areas where:
 - Exposure to environmental conditions:
 - Occasionally: Chemicals/Caustics, confined space, heights, allergenic plants/materials.
 - Frequently: Dusts/mists/fumes/smoke/gases, wet damp surfaces, extreme heat/cold, noise.
 - Regularly work around machinery with moving parts or stationary equipment.
 - Regularly work on various types of terrain and footing which may be slippery or uneven.
 - Regularly work around moving objects or vehicles.
 - Certain areas require the use of personal protective and safety equipment (i.e. hard hats, steel toed boots, safety glasses and hearing protection).
- Occasionally work indoors in ambient room temperatures and lighting and be around office equipment as found in a typical office environment.

Education, Experience, and Certification

Required:

- Equivalent to the completion of the 12th grade.

Distribution Operator 1 (DO1):

- Possess and maintain a California State Water Resources Control Board (SWRCB) Grade D1 Certification within 12 months or 2 consecutive exam periods from date of hire.
- Possess and maintain a SWRCB Grade D2 Certification within 24 months from date of hire.

Distribution Operator 2 (DO2):

- Possess and maintain a SWRCB Grade D2 Certification.

Distribution Operator 3 (DO3):

- Possess and maintain a SWRCB Grade D3 Certification.
- Two full-time years of increasingly responsible experience working as a distribution operator including one full-time year equivalent to a Distribution Operator 2 (DO2) with the Carmichael Water District.

Licenses

Required:

- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.

Distribution Operator 1 (DO1):

- Possess and maintain a valid State of California Class C driver's license.
- Possess and maintain a valid State of California Class B commercial driver's license within 24 months from date of hire.

Distribution Operator 2 (DO2):

- Possess and maintain a valid State of California Class B commercial driver's license.

Distribution Operator 3 (DO3):

- Possess and maintain a valid State of California Class A commercial driver's license.

License and Certification Maintenance: Employee is responsible to complete the designated number of contact hours (i.e.: continuing education and/or training requirements) and licensing requirements to maintain all required licenses and certifications as a condition of continued employment.

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.