

**Job Class:** Distribution Operator 3 (DO3)  
**FLSA Status:** Non-Exempt  
**Supervisor:** Distribution Superintendent  
**Hourly Salary Range:** \$38.28 - \$43.26  
**Closing Date:** Applications accepted until position filled. Applicant screening ongoing.

### **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**

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 State Water Resources Control Board (SWRCB) 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.

### **Supervision Received and Exercised**

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.

### **Examples of Duties:**

**(See job description at link below for additional information)**

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, locating and inspecting properties for existing facilities and property usage, evaluating and making recommendations on improvements to existing facilities, and construction and maintenance of facilities which require 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 and 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, informing 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, and 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/tag out procedures, confined space procedures.

Ensures daily direction and work performance of assigned employees (crew) including, but not limited to, following 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. Participate and comply with safety programs and procedures for employees and with all District policies and procedures (i.e.: Policy Manual, Rules and Regulations Manual, Emergency Response Plan, IIPP, etc.).

### **Qualifications**

Operators in this class must possess *the following*:

*Knowledge of:*

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

### **Education, Experience, and Certification**

*Required:*

- Possess and maintain a SWRCB Grade D3 Certification.
- Equivalent to the completion of the 12<sup>th</sup> grade.
- 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:*

- Possess and maintain a valid State of California Class B or Class A commercial driver's license.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two years duration.

**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.*

**BENEFITS:**

This District provides a competitive benefits package, including but not limited to comprehensive Medical, Dental and Vision Insurance, Paid Leave, CalPERS Retirement Plan, Life and Disability Insurance.

Please visit our website for the application package including job description and additional details at:

<https://carmichaelwd.org/about-us/employment-opportunities/>

<https://carmichaelwd.org/wp-content/uploads/2022/08/CWD-Benefits-Summary.pdf>