

JOB DESCRIPTION
Distribution Operator III
Code Number: 32015

GENERAL PURPOSE

Under direction, inspects, operates, maintains, services and performs operational repairs to facilities and equipment used in the storage, treatment and distribution of potable and reclaimed water; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the skilled, advanced-journey level class in the Water Distribution Operator series. Incumbents perform the full range of skilled tasks. Assignments are varied, seldom require detailed instructions, and require sound judgment and initiative.

This class is distinguished from the Distribution Operator II in that the Distribution Operator III holds a valid Grade III Water Distribution Certificate from the State of California and performs the full range of water distribution related duties, including the more complex assignments. The duties of this class are typically performed with considerable latitude for the exercise of independent judgment within established procedures, guidelines and policies. Work is reviewed by checks of records, logs, and system inspections. The Distribution Operator III may also assist in the training of less experienced personnel.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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.

Operates the treatment and distribution systems through monitoring, inspecting and maintaining the potable and reclaimed water production, storage, pumping equipment and distribution systems including reading meters, pressures, chlorine residuals, basic T.D.S and nitrate levels and samples; calculates chemical treatment and blends at

wells.

Interprets gauges, meters, charts and graphs and operates pumps, valves and related equipment to regulate flows and pressures.

Determines problems in system from information on gauges, meters, charts and pressures; regulates flows and pressures to assure good quality and positive pressure to systems.

Monitors water quality, flushes trouble areas and pulls samples for lab; determines a plan to correct water quality problems; performs operational adjustments to the distribution system to ensure compliance with quality and regulatory requirements.

Performs preventive maintenance program tasks on pumps, valves, engines, motors and related production, storage and distribution system equipment and facilities; flushes the system and exercises valves.

Assists in the training and development of staff; serves as project leader.

Collects and analyzes water samples from various locations within the distribution system to monitor and maintain water quality daily.

Receives chemical shipments, participates in the unloading process and records into inventory; inspects shipments received for standards compliance.

Inspects production, treatment, storage and distribution facilities for maintenance needs, including but not limited to climbing on top of tall steel tanks, climbing down into reservoirs, vaults and other confined spaces, working in large reservoirs, and climbing on ladders to service pumps and other equipment following District safety standards.

Responds to and confirms the existence of water main breaks, leaks, hydrants, etc; places safety signs and traffic-control barricades, isolates main breaks by operating distribution system valves; makes emergency shut-downs; responds to emergency situations as necessary; establishes alternate routes and system characteristics to meet emergency demands; sets up temporary water where needed.

Responds in person to inquiries and investigates and resolves customer complaints (water quality, no water, high and low pressure, etc); notifies customers of shut downs.

Coordinates District work with other District departments and agencies to minimize service disruptions.

Transports in accordance with DOT requirements and installs chlorine gas cylinders at disinfection facilities.

Follows established regulations, guidelines, policies and procedures in the handling and transporting of hazardous materials.

Researches new operational methods, techniques and equipment and recommends their application.

Plans and lays out jobs from blueprints, drawings, sketches, or verbal instructions; maintains records in the form of blueprints, plans, and specifications for industrial and waterworks equipment and machinery.

Responds to chlorine leaks to test air quality with a CL₂ gas detector to verify leak and notifies appropriate individuals; dons self-contained breathing apparatus (SCBA) and personal safety equipment; contains and repairs minor leaks in accordance with safety guidelines.

Trains and assists other technical personnel.

Operates District vehicle to travel to various District facilities.

Coordinates with other departments, outside agencies, and contractors regarding problems, shut downs and future projects.

Documents and maintains a variety of records and reports (daily and monthly) advising on overall system operations and shutdowns; makes daily systems changes to plants, wells and storage sites.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Principles, methods and techniques for operating pumps, valves, electric motors, diesel and natural gas engines and electronic, computerized and manual control systems; functions and servicing requirements of the equipment used in a water distribution system; principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses; federal and state safe drinking water laws and regulations.

Ability to:

Operate a variety of pumping, treatment, control and transmission equipment and machinery, including digital control equipment; accurately read meters, gauges, valve books, blueprints and schematic drawings; make mathematic calculations, including metrics; prepare basic records and reports of work performed; operate and maintain hand and power tools pertaining to the work; safety practices and procedures pertaining to the work; operate SCBA, chlorine leak detector, gas detector, fall arrest system, and ventilation equipment in accordance with safety guidelines; establish and maintain effective working relationships with those contacted in the course of work; follow and apply written and oral work instructions; communicate effectively, orally and in writing; make sound independent judgments within established guidelines; train others in work processes and procedures.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and two years of experience operating and maintaining pumps and valves similar to those used in a large water distribution system; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

A State of California Water Treatment Operator Certificate, Grade II and a State of California Distribution Operator Certificate, Grade III.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds; and occasionally may lift and/or move up to 4000-pound containers with mechanical assistance.

Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; interact with District staff, other organizations and customers who may be upset or dissatisfied.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, and on slippery and uneven surfaces. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud.

FLSA DETERMINATION: Non-exempt.