

WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Water Distribution Operator I) or general supervision (Water Distribution Operator II) performs a variety of skilled and semi-skilled duties associated with the installation, maintenance, and repair of the water distribution system and non-potable water system; ensures an uninterrupted supply of quality potable and non-potable water to the customers of the City; and operates and maintains a variety of heavy equipment and hand and power tools and equipment.

DISTINGUISHING CHARACTERISTICS

Water Distribution Operator I – This is the entry level class in the Water Distribution Operator series performing routine and less complex water distribution maintenance duties while learning City policies and procedures. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Water Distribution Operator II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with increasing independence and responsibility. Advancement to the “II” level is based on demonstrated proficiency in performing the full range of assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Water Distribution Operator II – This is the full journey level class within the Water Distribution Operator series. Employees within this class are distinguished from the Water Distribution Operator I by the performance of the full range of duties as assigned including the more complex installation, maintenance, and repair duties, operating a variety of equipment, and providing training to less experienced Water Distribution Operators. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Work is normally reviewed only on completion and for overall results. Positions in this class are flexibly staffed and are generally filled by advancement from the Water Distribution Operator I level, or when filled from the outside, require prior experience. Advancement to the “II” level is based on management judgment and/or certification or testing that validates the performance of the full range of job duties.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents 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.

1. Install, repair, and maintain the water distribution system and non-potable water system including system mains, valves, service lines, pipes, meters, hydrants, fittings, and other related apparatus; monitor and ensure compliance with City, state, and federal regulations regarding water system operations.
2. Install cathodic protection on copper service lines.

CITY OF ANTIOCH
WATER DISTRIBUTION OPERATOR I/II (CONTINUED)

3. Mark and/or locate City utilities including water, collection, storm, and electrical lines; communicate with USA and outside utilities for routine and emergency evacuations.
4. Exercise and maintain distribution system valves using a variety of manual and motorized tools and equipment; modify and maintain air relief and blow off valves.
5. Record and perform unidirectional flushing of water distribution system water mains.
6. Install, inspect, repair, and maintain all backflow devices; test devices as assigned.
7. Operate and maintain a variety of tools and equipment including backhoes, dump trucks, jack hammers, pavement saws, compressors, locaters, pneumatic tools, and hand and power tools; loads and unloads vehicles and equipment.
8. Excavate and backfill trenches; cut, break, and remove surfaces; dig, shovel, hauls, loads, and unloads materials.
9. Assess soil, trench, and surrounding conditions and install proper shoring when required.
10. Conduct traffic control when working in high traffic areas of the City; install street barricades and cones prior to the performance of maintenance or repair activities; direct and control traffic around work sites.
11. Coordinate and perform system shut downs for contract work and emergency situations; notify public with service interruption information.
12. Remove and repair fences, landscaping, brick and concrete, and other private property affected by City easement work.
13. Estimate and secure parts and materials required to complete assignments; order parts and supplies as necessary.
14. Perform emergency repairs as necessary; respond to emergency calls at irregular hours.
15. Respond to public inquiries and request in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
16. Prepare and maintain a variety of records and reports related to work performed.
17. Read maps and interpret plans, specifications, and maintenance manuals.
18. Observe safe work methods and safety precautions related to all work sites.
19. Perform special projects related to area of assignment as assigned.
20. Perform after-hours emergency work and on-call duties as assigned.
21. Train and direct the work of others as necessary.
22. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics of the City's water distribution systems.
- Materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance, installation, and repair of water distribution infrastructure.
- Tools and equipment used in the maintenance and repair of water distribution systems.
- Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
- Safety requirements for operation of trucks and other equipment.
- Shop mathematics.
- Basic principles and practices of record keeping.
- Occupational hazards and standard safety procedures.
- Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

- Perform a variety of semi-skilled and skilled duties involved in the maintenance, installation, and repair of the City's water distribution infrastructure.
- Use and operate vehicles and equipment, hand tools, and power tools and equipment required for the work in a safe and efficient manner.
- Learn City construction details as they pertain to AWWA standards.
- Respond to distribution system maintenance/repair emergencies.
- Perform a variety of tasks and heavy manual labor for extended periods of time and in unfavorable weather conditions.
- Read and interpret plans, maps, specifications, manuals, drawings, and blueprints.
- Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
- Set up a safe work site including cones, signs and directing traffic.
- Minimize public and employee safety hazards by conforming to required codes.
- Successfully operate various software programs as required using computers or other types of hand held devices.
- Maintain records including time, material, and equipment use records.
- Take coaching, instruction, and feedback with a cooperative and positive attitude.
- Exercise independent judgment and initiative without close supervision.
- Assign and review the work of others as assigned.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work, including the ability to interact effectively and courteously with the public, coworkers and vendors.

Education and Experience Guidelines

Water Distribution Operator I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Six months of construction experience.

License or Certificate:

Possession of, an appropriate, valid driver's license.

Must obtain an appropriate Class B driver's license within six months of appointment.

Possession of a D-1 Water Distribution Operator Certificate issued by the Department of Public Health within one (1) year of appointment.

Water Distribution Operator II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in the maintenance and repair of water distribution systems.

Experience:

Two years of experience in the installation, maintenance, and repair of water distribution systems comparable to a Water Distribution Operator I with the City of Antioch. Employee must demonstrate proficiency on a variety of skills/tasks to the satisfaction of the Division Manager prior to flexing to the Distribution Operator II level.

License or Certificate:

Possession of a D-2 Water Distribution Operator Certificate issued by the California Department of Public Health.

Possession of an appropriate, valid Class B driver's license.

Possession of a Traffic Control Certificate.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions 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.

Environment: Work is performed primarily in an outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.

CITY OF ANTIOCH
WATER DISTRIBUTION OPERATOR I/II (CONTINUED)

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This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.