



San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Distribution Lead Worker Position Description

Status: Non-Exempt
Supervisor: Field Services Manager
Effective Date: April 6, 2016

Supervision Received and Exercised:

Receives direction from the Field Services Manager and exercises technical and functional supervision over operations and maintenance personnel.

Primary Function

To organize, assign and review the work of assigned personnel engaged in the performance of technical activities involving pipeline operation, maintenance, repair and construction, meter installation and repair, pump station operation and the general operation, maintenance, and repair of the District's Wholesale transmission system and Retail distribution system, including pipelines, storage facilities and appurtenances; to perform duties requiring a wide variety of specialized knowledge; regulatory expertise and supervision; to provide administrative support to the Field Services Manager and train distribution operators.

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

- Plan, prioritize, and review the work of staff assigned to a variety of duties related to the operation, maintenance and repair of the District's Wholesale transmission and Retail distribution systems.
- Assist in planning, supervising, and coordinating all projects and repair work and the preventative maintenance for the Distribution System, including Pump Stations, Kokila Reservoir, Los Lagos and Mooney Tanks and equipment;
- Fully understand and ensure compliance with the California Code of Regulations, Title 17 and Title 22, and the Central Valley Regional Water Quality Control Board's Drinking Water Discharge Permit.
- Maintain accurate logs; the Computerized Maintenance Management System (CMMS);
- Research and order equipment, tools, and materials as needed;
- Maintain and control the use of all tools, repair equipment, and machinery;
- Train distribution personnel in the safe use and handling of tools and equipment;
- Understand, endorse, observe, sustain and enforce District safety and emergency rules and programs (ERP, IIPP, Hazard Assessment, Hazardous Materials, LOTO, Confined Space Entry and Rescue, Heat Stress, ARC Flash, Hearing Protection, PPE, etc) and all related safety requirements;
- Plan, conduct and maintain records for weekly tailgate meeting and other related meetings;
- Assist with capital and O&M budget recommendations;

- Submit justifications for various Field Services operation activities, and monitor and control related expenditures.
- Develop and work in effective cross-functional teams with other District departments to meet objectives and goals developed by those teams.
- Attend special training as needed, to stay current with the growing regulatory demands of the industry.
- Develop schedules and methods to accomplish assignments, ensuring work is completed in a timely and efficient manner.
- Evaluate the performance and growth of staff, recommending improvements and training modifications and opportunities.
- Provide and coordinate staff training; work with employees to correct deficiencies, prepare documentation as necessary
- Promote the District's Succession Plan and develop subordinate employees.
- Coordinate and lead the maintenance and construction of the District's Wholesale transmission and Retail distribution and storage systems, including the construction, operation, maintenance and repair of mains and appurtenances, service connections, and meter installations, and maintain records of completed work in CMMS.
- Conduct troubleshooting methods for water quality and pressure problems.
- Prepare material requisitions and material usage lists.
- Assist the Engineering Department during design and construction of Wholesale and Retail projects and Master Planning.
- Prepare as-built plans and tie-off records for all projects assigned.
- Promote positive customer service relations and offer coaching in customer relations, procedures, and techniques for assigned staff.
- Transport heavy equipment to job site; operate and direct the operation of light to heavy motorized construction equipment including the backhoe, scraper-loader tractor, trencher, forklift, jackhammer, compaction equipment, and other equipment.
- Assist with planning and directing various programs, including Fire Hydrant Maintenance Program, Main Flushing Program, Wholesale Transmission Pipeline Maintenance, Valve Maintenance, Lead and Copper Rule Compliance, SWPPP, and CUWCC Water Loss Reduction Program.
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- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Develop and maintain SOP's and Job Hazardous Analyses (JHAs) with the Field Services Manager for all operational, maintenance, and emergency functions of Field Services i.e. Flushing, Wholesale Transmission Maintenance etc.
- Oversee the Cross Connection Control program.
- Document and provide written reports for incidents relating to staff or District property, safety hazards, etc. or others as directed.
- Develop, track and report staff performance measures to increase work efficiencies.
- Perform Competent Person duties for safety programs as assigned.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

Principles and practices of technical and functional supervision and training.

District and State of California policies, rules, regulations and procedures.

General and specific principles of water distribution systems and related facilities.

Methods, material, equipment, and tools used for the operation and maintenance of structures, pipelines, mains, meters, valves, and hydrants.

Leak detection and locating equipment.

Knowledge of Safe work practices and General Industrial Safety Orders that apply to the operation and management of drinking water systems.

Modern office procedures, methods and computer equipment, including Microsoft Office applications and the computerized maintenance management system.

Principles and practices of customer service.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation.

Perform the most complex duties related to the maintenance and repair of the District's distribution system.

Work effectively under time deadlines.

Apply District, State and Federal policies, procedures, rules and regulations.

Prepare work schedules; organize schedule and coordinate the work of others.

Operate all the field operations' equipment at a journeyman level.

Prepare and maintain records of scheduled work.

Utilize strong math skills.

Proficiently use computers and applicable software, including Word and Excel.

Work long hours including evening hours.

Initiate and maintain effective safety practices.

- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school supplemented with training in water quality and distribution system principles and practices.

Experience:

Minimum three years of responsible experience equivalent to Distribution Operator IV with San Juan Water District

License or Certificate:

Possession of, or the ability to obtain and maintain, a Class A California Driver's License, with air brake endorsement, with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

Within 6-months of accepting the position become State Certified Water Quality Sampler.

Possession of a Grade IV Water Distribution Operator's Certificate issued by the State of California Department of Health Services within one year after obtaining position.

Physical Capabilities:

The physical demands described here 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 functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking			✓	
Sitting			✓	
Climbing/Stooping/Kneeling			✓	
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift	90 Pounds			
Fingering/Grasping/Feeling				✓
Average Working Conditions	34 Percent Indoors, 66 Percent Outdoors in Inclement Weather			