



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: July 1, 2007

Supervision Received and Exercised:

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

Primary Function

To organize, assign and review the work of assigned personnel engaged in the performance of routine activities involving pipeline construction, meter installation and repair, and the general maintenance and repair of the District's transmission and distribution pipelines and appurtenances; to perform duties requiring specialized knowledge; and to provide administrative support to the Field Services Manager.

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 maintenance and repair of the District's distribution system.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Coordinate and lead the maintenance and construction of the District's transmission and distribution system and facilities including the construction, maintenance and repair of mains and appurtenances, service connections, and meter installations; maintain records of completed work.
- Conduct troubleshooting methods for water quality and pressure problems.
- Prepare material requisitions and material usage lists.
- 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.
- Move 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 Solids Handling, Spoils Recycling Project, Fire Hydrant Maintenance Program and Flushing Program.
- Ensure safety practices are adhered to including field safety, traffic safety, proper use, operation and maintenance of all district vehicles and equipment.
- Conduct and maintain records for weekly tailgate meetings and other related meetings.
- Establish and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- District policies, rules, regulations and procedures.
- General principles of water distribution systems and related facilities.
- Methods, material, equipment, and tools used for the maintenance of structures, pipelines, mains, meters, valves, and hydrants.
- Leak detection and locating equipment.
- Safe work practices.
- Modern office procedures, methods and computer equipment.
- 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 journey level.
- Prepare and maintain records of scheduled work.
- Utilize strong math skills.
- Proficiently use computers and applicable software.
- 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 disinfection and advanced math.

Experience:

Three years of responsible experience equivalent to Distribution Operator III with San Juan Water District

License or Certificate:

Possession of, or the ability to obtain and maintain, a California Driver's License 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.

Possession of a Grade IV Water Distribution Operator's Certificate issued by the State of California Department of Health Services within one year of hire or promotion.

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			√	
Climbing/Stooping/Kneeling			√	
Lifting/Pulling/Pushing		√		
Approximate Maximum Weight to Lift		100 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	66 Percent Indoors, 34 Percent Outdoors in Inclement Weather			