



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

Distribution Operator I/II Position Description

Status: Non-Exempt
Supervisor: Field Services Manager
Effective Date: July 1, 2007

Supervision Received and Exercised

Distribution Operator I - Receives immediate supervision from the Field Services Manager and receives technical and functional supervision from the Distribution Lead Worker. Does not provide supervision to others.

Distribution Operator II - Receives general supervision from the Field Services Manager and receives technical and functional supervision from the Distribution Lead Worker. Does not provide supervision to others

Primary Function

To assist with routine activities in pipeline construction, meter installation and repair and general maintenance and repair of transmission and distribution pipelines and appurtenances.

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

- Excavate mains and operate pneumatic tools.
- Operate system valves resulting in shutting down mains for required repairs.
- Identify and repair leaks.
- Operate light equipment.
- Assist in the repair and installation of meters.
- Follow the District's safety standards.
- Work independently in the absence of on-site supervision.
- Use and operate hand tools, mechanical and power tools and other equipment required for the work in a safe and efficient manner.
- Set up traffic control devices prior to the performance of street activities; direct and control traffic around work sites.
- Build 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

Distribution Operator I

Knowledge of:

- Basic math.

- Basic uses and purposes of general construction tools and equipment.
- Principles and practices of customer service.
- Safe work practices.

Ability to:

- Learn to operate and maintain field operations equipment and tools.
- Learn to prepare and maintain simple records of scheduled work.
- Work long hours including evening hours.
- Initiate and maintain effective safety practices.
- Establish and maintain effective working relations with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Experience and Education:

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.

Experience:

None required.

License or Certificate:

Possession of, or ability to obtain and maintain, an appropriate valid California motor vehicle operator's class A license within six months of hire or promotion. 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 I Water Distribution Operator's Certificate issued by the State of California Department of Health Services within six months of hire or promotion, and a Grade II Water Distribution Operator's Certificate within one and half years after obtaining position.

Distribution Operator II

In addition to the qualifications for Distribution Operator I:

Knowledge of:

- 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.

Ability to:

- Independently operate and maintain field operations equipment and tools.
- Independently prepare and maintain simple records of scheduled work.
- Identify safety hazards.
- Apply District, State and Federal policies, procedures, rules and regulations.

Experience and Education:

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.

Experience:

One year of experience performing duties equivalent to Distribution Operator I with San Juan Water District. Positions in this class are flexibly staffed and are normally filled by advancement from the I level if incumbents have met the minimum qualifications and have demonstrated the ability to perform the responsibilities required at the higher performance level.

License or Certificate:

Possession of, or ability to obtain and maintain, an appropriate valid California motor vehicle operator's class A license within six months of hire or promotion. 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 II Water Distribution Operator Certificate from the State of California Department of Health Services prior to appointment as a Distribution Operator II.

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	10 Percent Indoors, 90 Percent Outdoors in Inclement Weather			