



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

## Distribution Operator III Position Description

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

### **Supervision Received and Exercised:**

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 perform a variety of routine activities involving pipeline construction, meter installation and repair, reservoir 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:**

- Perform routine construction, maintenance and repair of mains and appurtenances, service connections, and meter installations.
- Install, change, troubleshoot and relocate service connections.
- Check pressures; perform tests for chlorine.
- Notify customers of shut-off for emergencies and scheduled maintenance.
- Restore pavements, landscapes and roadbeds upon completion of pipeline repairs or new construction.
- Assist in the installation, repair or replacement of pumps, meters, hydrants, valves, air vacs, blow-offs and pipelines.
- Perform basic facilities locations.
- Perform flushing for water quality.
- Operate and perform operator maintenance on light to heavy equipment and tools.
- Follow the District's safety standards.
- Respond to call back for after working hour emergencies.
- 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:*

- 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.
- Principles and practices of customer service.

- Basic math.
- Safe work practices.

*Ability to:*

- Proficiently operate and maintain field operations equipment and tools.
- Conduct basic facilities locations.
- Prepare and maintain simple records of scheduled work.
- Initiate and maintain effective safety practices.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Identify safety hazards.
- Work long hours including evening hours.
- 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:

One year of responsible experience equivalent to Distribution Operator II with San Juan Water District.

*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 III 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			√	
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			