



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

## Distribution Operator IV 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. May provide on-site direction to less experienced crew members.

### **Primary Function**

To perform a variety of activities involving 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:**

- Lead a small crew or crews and participate in the construction, maintenance and repair of mains and appurtenances, service connections, and meter installations.
- Move light to heavy equipment to job site; operate and direct the operation of light to heavy motorized construction equipment.
- Move earth, spread materials, prepare subgrades, perform rough grading; excavate trenches, lift, move, and lower pipe and other materials.
- Maintain valves and conduct minor mechanical repairs and adjustments; perform operator maintenance on valves.
- 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 flushing for water quality.
- Follow the District's safety standards.
- Provide on-the-job training related to field operations.
- Promote positive customer service relations and offer coaching in customer relations, procedures, and techniques for assigned staff.
- Respond to call back for after working hours 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:*

- Principles of water distribution systems and related facilities.
- Operation of District leak detection and facilities locating equipment.
- Methods, material, equipment, and tools used for the maintenance of structures, pipelines, mains, meters, valves, and hydrants.
- Safe work practices.
- Basic math
- Principles and practices of customer service.

#### *Ability to:*

- Work effectively under time deadlines.
- Prepare work schedules and coordinate the work of others.
- Operate all the field operations equipment at a journey level.
- Prepare and maintain records of scheduled work.
- Apply District, State and Federal policies, procedures, rules and regulations.
- Identify safety hazards.
- Utilize strong math skills.
- Work long hours including evening hours.
- Use basic computers functions and applicable software.
- 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:

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

#### *License or Certificate:*

Possession of, or ability to obtain and maintain, a valid California motor vehicle operator's class A license within six months of hire or promotion

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<br/>(0-12%)</i>                                    | <i>Occasionally<br/>(12-33%)</i> | <i>Frequently<br/>(34-66%)</i> | <i>Regularly<br/>(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 |                                  |                                |                                |