



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

Position Description

Distribution Operator III

Status: Non-Exempt, Safety Sensitive
Supervisor: Field Services Manager
Effective Date: August 2, 2018

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 technical activities involving pipeline construction, meter installation and repair, reservoir repair, and general maintenance and repair of Wholesale transmission and Retail distribution pipelines, storage tanks, pump stations, and appurtenances.

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

- Perform routine construction, maintenance and repair of the District's Wholesale and Retail distribution pipelines and appurtenances, service connections, and meter installations and pump station operation.
- Comply with California Department of Public Health Code of Regulations, Title 17 and Title 22.
- Comply with CalOSHA safety regulations and the District's IIPP program.
- 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.
- Perform safe operation and maintenance on light to heavy equipment and tools.
- Follow the District's safety standards.
- Respond to call back for after working hour emergencies and "on-call" duties as required.
- 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.
- Distribution operator 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 and correct safety hazards.
- Work long hours, when required, 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, with air brake endorsement, 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 Public Health.

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			75 Pounds	
Fingering/Grasping/Feeling				✓
Describe Working Conditions	10 Percent Indoors, 90 Percent Outdoors in Inclement Weather			