



Lead Water Distribution Operator

Department/Division:	Operations/Distribution
Reports To:	Chief Water Systems Operator – Distribution & Meter Services
Provides Direction To:	Assigned Staff
FLSA Exemption Status:	Non-Exempt
Effective Date:	12/19/2024

GENERAL PURPOSE

Under general supervision, to lead, guide and participate fully in the work of an assigned crew engaged in water utility projects, water utility trench excavation and pipeline repair work, personally performing the more difficult work of the crew; participate fully in the work of an assigned crew in surface preparation and painting work; to operate power equipment; and to train, instruct and correct the work of assigned crew members in the performance of specific tasks. Every operator is required to serve on a rotating shift and serve “on call” with a District cell phone after hours, weekends and holidays.

DISTINGUISHING CHARACTERISTICS

This first level working supervisory-level class exercises independent judgment on diverse and specialized work involved in water distribution services. Incumbents lead and perform a variety of a duties related to installing, operating and maintaining water mains, valves, hydrants, service lines, meters, and all other facilities of the District; painting of District structures; marking mains and services for Underground Service Alerts; flushing the distribution system; exercising fire hydrants and valves; raising valve boxes; monitoring and controlling flows and pressures in the distribution system; and, performing related duties and responsibilities as assigned. Incumbents are responsible for assigned work crew and direct, oversee, and perform the more complex work assigned to their crews, but are also responsible for direct supervisory responsibilities such as ensuring work quality, addressing staff performance, developing and delivering performance evaluations, and overseeing the training, development, and safety of the employees assigned to their work crews. Incumbents are responsible for providing technical level support to higher level supervisory and management staff in a variety of areas. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy requirements.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

- Guides, checks, monitors, inspects and reports on the work of a crew engaged in one

of the following areas, depending on assignment: construction and maintenance of various utility projects, and/or water utility trench excavation and pipeline repair work;

- Assigns specific tasks to crew members at the job site.
- Trains, instructs and corrects the work of crew members, insuring that accepted work and safety methods are practiced.
- May lead and perform construction and fabrication of various utility water projects including footings, foundations, slabs, trenches, ditches, roads, mounts and enclosures.
- Participates in the performance of a variety of water utility duties in the maintenance and repair of water plants and facilities.
- Leads and participates in the work of crews engaged in the installation, maintenance, modification, and repair of water mains, valves, hydrants, services, meters, and related infrastructure.
- Operates and trains other staff to operate a forklift, roller cement mixer, compressor, jackhammer, concrete saws, drills and similar equipment and tools;
- Maintains records of work performed.
- Performs proper shoring of trenches and safety practices.
- Digs and backfills trenches; lays pipe and drills and taps water mains; locates, taps, and installs new customer services; learns to make skilled fittings and connections.
- Turns on and off water services; cleans mains and flushes the water system.
- Locates and marks water lines for contractors and District crews, responding to Underground Service Alert (USA) requests.
- Investigate leaks and reports service interruptions; repairs valves and ensures that they are working properly.
- Provides courteous and expeditious customer service to the general public and District staff.
- Advises customers of leaks and suggests how to resolve the problems; informs customers of water shut offs for repairs.
- Performs a variety of related welding, carpentry, fencing, painting, plumbing, grounds maintenance, and graffiti removal.
- Mixes, pours and finishes concrete.
- Cuts and places concrete and asphalt.
- Lays, tamps, spreads and rolls asphalt.
- May inventory and maintain levels of rebuilt valves and hydrants ready for use.
- Leads and participates in the repair of sprinkler systems.
- Leads and participates in the operation of power generators.
- Sets up traffic control in accordance with safety standards; flags and directs traffic.
- Performs ground maintenance.
- Raises valve boxes that have been paved over.
- Cross-trains in other department job duties.
- May take the place of the Supervisor in their absence.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- Participates in District safety meetings.
- Serves on a rotating shift and serves "on call" with a District cell phone after hours, weekends and holidays which fall within the assigned shift.
- District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs and respond as a Disaster Emergency Service Worker.

- Performs other related duties, as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles and practices of lead direction, work coordination and training.
- Water distribution procedures, equipment, materials, and hand tools.
- Water main disinfection, and types of disinfectants.
- Distribution system layout, storage facilities, cross-connection and backflow devices, service connections, and systems map.
- Methods of trench excavation, shoring and safety.
- Procedures and methods of water utility pipeline and equipment maintenance.
- Cleaning and maintenance, excavation, installation, and repair, joints and fittings, leak detection and repair, pipe selection, and service line installation.
- Safe work practices.
- Geography and street locations in the District.

Ability to:

- Provide lead direction, work coordination and training for lower-level staff.
- Assist in planning and scheduling work assignments, setting priorities, and training lower-level staff; may provide input into evaluations.
- Read, write and perform mathematical calculations at an intermediate level.
- Serve as a supervisor in the absence of supervisor, performing administrative functions including work orders, payroll, and construction orders.
- Work from blueprints, drawings, sketches, specifications, and technical manuals at an intermediate level.
- Use hand and portable power tools in moderately complex repair and construction projects.
- Take appropriate safety precautions in trench excavation.
- Performs heavy physical labor.
- Identify types of soil needing shoring.
- Use appropriate methods and procedures for water service disinfection.
- Locate, identify and determine causes and types of pipeline breaks.
- Troubleshoot moderately complex water service performance problems.
- Safely operate a gas welding and cutting torch.
- Perform responsible water system maintenance duties.
- Repair, install, and maintain water mains, services, hydrants, meters and valves.
- Operate and maintain a variety of hand and power tools and related equipment.
- Flow rates and velocity, head loss, water hammer, water pressure and volume.
- Use modern office equipment, including computers and software used in water distribution.
- Read, interpret and apply pertinent laws, rules, and regulations related to the work.
- Maintain accurate and complete records.
- Understand and carry out oral and written instructions.
- Communicate effectively verbally and in writing.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education: High School diploma or equivalent.

And

Experience: Four (4) years of responsible experience in water distribution system operations, maintenance and repair with a public agency water system, equivalent to a Water Distribution Operator III. Previous experience with welding is desirable.

Licenses, Certificates; Special Requirements:

Must possess an appropriate valid Class "A" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of SWRCB Certification as a Grade 3 Water Distribution Operator.

Possession of SWRCB Certification as a Grade 2 Water Treatment Operator.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle or feel; talk and hear. The incumbent is frequently required to walk and to reach with hands and arms. The employee is frequently required to sit, climb or balance and stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Work involves exposure to potential harm, infectious disease and hazardous chemicals including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climate conditions.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.