

DISTRIBUTION SYSTEM OPERATOR I/II

DEFINITION

Under general supervision, operates and maintains (O&M), performs, corrective and emergency maintenance, construction and repair to water quality distribution system facilities and infrastructure; handles public relations in the field; and performs other duties as assigned.

Distribution System Operator I is the entry-level class and Distribution System Operator II is the journey level class in the series. Incumbents in the Distribution System Operator I class will progressively perform most of the duties required in the series but are not expected to function at the same skill level and will usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits an established pattern that has been explained in detail as they arise. Under the flexible staffing concept, Distribution System Operator II positions that may become vacant may reasonably be filled at the Distribution System Operator I level.

Positions in the Distribution System Operator II class are flexibly staffed and normally filled by advancement from the Distribution System Operator I class, or when filled from the outside, require prior specific experience in building related and/or water/water-delivery-related O&M. Appointment to this class requires the employee to be performing substantially the full range of water/water-delivery-related construction and O&M duties and to meet the qualification standards for the class. This class requires the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate the full range of tools and mechanical equipment related to water maintenance and to lead and directly supervise crews on specific projects and activities.

EXAMPLES OF DUTIES

Safely O&M as a member of a crew or individually inspects, installs or repairs water lines, service connections, meter, valves, and other water infrastructure facilities; Excavates using heavy equipment including vacuum excavation equipment. Operate pneumatic, hydraulic and power and hand tools; back fills trenches and excavations; cuts, threads and assembles pipe; caulks water lines; makes new service connections installing meters and boxes and tapping main lines; tests, disinfects, pressurizes the system, installs, repairs, and replaces fire hydrants; drives a truck hauling workers and materials; may be required to work unusual hours as needed; responds to service

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requests; responds to emergency calls; keeps records of materials used or performed; test and repair of water meters; operates compressor, air tools, tampers, backhoe, front loader and other related construction tools. Regularly prepares routine reports and logs including daily activity reports. Accurately mark locations of underground facilities and respond to underground service alerts (USAs); May undertake minor carpentry, plumbing, cement work and electrical work. O&M of the related wastewater treatment system and equipment; monitors gauges, dials, meters and controls panels, and other recording instruments, greases and cleans equipment; services and maintains a variety of distribution system equipment; extracts samples and performs field tests and analysis; inspects plant equipment and facilities to locate and report needed repairs; performs general plant maintenance work, such as sweeping, cleaning, sanding, and painting; performs general grounds maintenance work. Supervise contractors; respond to calls for service 24/7; participate in required standby rotation, participate in all required safety training and maintain required current certification and carry out duties in a safe manner.

MINIMUM QUALIFICATIONS

Knowledge of: O&M, preventative maintenance, repair and record-keeping procedures of a typical water distribution system; methods and equipment used to install, test, repair and maintain water distribution infrastructure; occupational hazards, safety precautions and principles of accident prevention. The O&M of mechanical equipment, including pumps and electric motors; control procedures for water treatment /distribution processes; tools, equipment and methods used in the overhaul, repair, adjustment and modification of stationary power equipment, and of the pumping, piping, and electrical systems used in a pump station.

Ability to: Safely use heavy equipment, hand and power tools; operate and service pumps, motors and other mechanical equipment; perform the more skilled tasks required in the field operation of a water distribution system; make arithmetic calculations involving fractions, decimals and percentages; use CRTs, PCs, and computer-based data systems; understand and follow oral and written instructions; demonstrate a high degree of mechanical aptitude; read maps; accurately mark locations of underground facilities and respond to underground service alerts (USAs); work in adverse weather conditions which require exposure to wind, rain and cold temperature; work in atmosphere which often involves noise, noxious odors, gases, contact with water and/or wastewater, and risk of bodily injury; maintain an appropriate public service demeanor and positive customer service interactions; report back to work to respond to after hour call backs and to report to duty during an emergency; adhere to Standby Duty Procedures; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure,

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respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis, on time and in approved uniform.

Physical Capability to: Perform moderate, and sometimes strenuous, sustained manual labor; walk, climb, lift, crawl, stoop and bend to reach work; work safely in confined spaces; work outdoors in temperature extremes and inclement weather. Must be willing to report to work at any time during an emergency and work an irregular work schedule.

Experience:

- Distribution System Operator I, entry level: one (1) year, full-time, paid experience in construction, maintenance, or other semi-skilled, physical work.
- Distribution System Operator II: two (2) years of full-time, paid experience in construction or maintenance work in a water utility system or the plumbing trade.

Education:

- Distribution System Operator I, entry level; Graduation from high school or equivalent
- Distribution System Operator II: Graduation from high school or equivalent

License:

- Possession of a valid, Class C, California Driver's License at the Distribution System Operator I level.
- To be appointed to the Distribution System Operator II Level, individual must possess a valid Class B California Driver's License (including acceptable driving record) and a Water Distribution Operators License D1 issued by the Department of Health Services.