

CITY OF MERCED

**WATER DISTRIBUTION OPERATOR I
WATER DISTRIBUTION OPERATOR II
WATER DISTRIBUTION OPERATOR III**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Water Distribution Operator I), general supervision (Water Distribution Operator II), or direction (Water Distribution Operator III), perform maintenance, operations, and repair work on the City's water distribution system, including pumps, mains, chlorinators, meters, and other equipment; operate heavy equipment in a safe and professional manner; repair and install main line water breaks water mains, water services, and fire hydrants; flush and isolate water mains when necessary; mark all related areas for USA; and perform related work as required.

DISTINGUISHING CHARACTERISTICS

Water Distribution Operator I

This is the entry level in the Water Distribution Operator class series. Incumbents perform basic maintenance, operations, and repair work on the City's water distribution system. Incumbents work with considerable guidance and supervision. This class is distinguished from the Water Distribution Operator II/III in that the Water Distribution Operator II/III class assignments are performed with substantially less guidance and supervision.

Water Distribution Operator II

This is the second working level in the Water Distribution Operator class series. Incumbents perform a variety of maintenance, operations, and repair work on the City's water distribution system. This class is distinguished from the Water Distribution Operator III in that the Water Distribution Operator III class assignments are performed with substantially less supervision and guidance. It is distinguished from Water Distribution Operator I by performing more complex work and requiring a higher level of certification. There is considerable similarity in assignments between Water Distribution Operator I and II, with the skill and knowledge differences based on the certification level required of incumbents.

Water Distribution Operator III

This is the journeyman level in the Water Distribution Operator series. Incumbents must have a minimum of five years of experience in the repair, maintenance, construction, and operation of a water distribution system. They typically work with minimal guidance and supervision. This class is distinguished from Water Distribution Operator I/II class by the requirement of a higher level certification as well as the class assignments for the Water Distribution Operator I/II are performed with substantially more supervision.

REPORTS TO

Public Works Supervisor-Water or designee.

CLASSIFICATIONS SUPERVISED

This is not a supervisory classification.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Install, repair, and maintain the water distribution system including system mains, valves, small and large water service pipelines, pipes, meters, hydrants, fittings, and other related apparatus; monitor and ensure compliance with City, State, and Federal regulations regarding water system operations.
2. Operate and maintain a variety of tools and equipment in a safe, professional manner including service trucks and trailers, backhoes, loaders, forklifts, dump trucks, skid-steer loaders, small and large pipeline tapping machines, hand and power tools, and all related equipment tools.
3. Conduct traffic control when working in high traffic areas of the City; prepare work zones for safe operations including trench shoring, road closures, arrow board operations and set-up, cone placement, USA procedures, and other related safety practices.
4. Exercise and maintain distribution system valves using a variety of manual and motorized tools and equipment; determine appropriate types of valves for different applications as found throughout the City.
5. Isolate water main sections for repair and/or construction; record and perform "NO DES" unidirectional flushing of water distribution system water mains and fire hydrants; and disinfect water mains when required. Prepare and operate the "NO DES" equipment in accordance to relevant drinking water standards.
6. Repair and install various water meters and fire hydrants; repair water leaks to mains and services; and perform temporary repairs to streets and alleys as needed.
7. Perform routine maintenance and perform pre-trip inspections on vehicles, tools, and equipment; clean tools and equipment.
8. Work with concrete, asphalt, and other building materials, including carpentry, painting and plumbing; mix and pour concrete including forming and framing; backfill and compact various excavations and replace dirt, baserock, and asphalt as needed.
9. Read maps and interpret plans, blueprints, specifications, and maintenance manuals.
10. Prepare reports and correspondence related to program activities; maintain records of repairs and maintenance activities.
11. Repair irrigation and sprinkler systems; troubleshoot irrigation electronics including solenoids, clocks, and pumps.
12. Maintain inventory levels; assist with receiving and maintaining parts, supplies, and equipment inventories; and routinely stock/restock service trucks with supplies, materials, and repair equipment.
13. Perform underground service alert activities including mapping, marking, locating, and coordinating with various utility agencies; mark and understand USA markings.
14. Respond to public inquiries and requests in a courteous manner; provide information within the area of assignment; and resolve complaints in an efficient and timely manner.
15. Monitor private contractors engaged in doing tie-ins to the city water distribution system.
16. Perform emergency repairs as necessary; respond to emergency calls at irregular hours.
17. Attend and participate in a variety of meetings and committees as assigned.
18. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics of the City's water distribution systems.
City design standards relating to the Water Division.
Materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance, installation, and repair of water distribution infrastructure.
Tools and equipment used in the maintenance and repair of water systems.
Principles and methods of equipment inspection and preventative maintenance.
Occupational hazards and standard safety practices and procedures including working in confined spaces.
Proper compaction techniques for varying soils.
Proper disinfection techniques for water mains.
Practices and procedures of traffic control including proper placement of cones, barricades and warning devices.
Basic principles and practices of record keeping.
Pertinent Federal, State, and local codes, laws, and regulations.
Methods and techniques of mixing and pouring concrete.
Principles and practices of electricity and hydraulics.
Basic mathematics.
Principles of training and providing work direction.

Ability to:

Perform a variety of semi-skilled and skilled duties involved in the inspection, maintenance, installation, and repair of the City's water distribution infrastructure.
Complete necessary work order forms and other related paperwork in a proficient and understandable manner.
Deal tactfully and courteously with the public.
Read and interpret plans, maps, specifications, manuals, drawings, and blue prints and understand all related symbols and communicate findings.
Calculate material supplies and surface areas.
Skillfully and safely operate, maintain, and train on a variety of equipment utilized in maintaining the water system including small cranes, hand tools, air-operated equipment, and cutting torches.
Maintain accurate daily records and reports.
Ensure adherence to safe work practices and procedures including safety around work areas in high traffic.
Exercise independent judgment and initiative without close supervision.
Respond to maintenance/repair emergencies in an effective manner.
Investigate and resolve public complaints concerning water quality and service lines.
Perform heavy manual labor and physically strenuous tasks on a regular basis.
Understand and apply policies and procedures.
Understand and carry out oral and written instructions.
Enforce regulations relating to cross connection control and backflow devices.
Work in confined spaces.
Set up road closures for repairs and maintenance.
Maintain inventory of all supplies, tools, and materials.
Coordinate work assignments with those of other departments.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Water Distribution Operator I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience in operation, testing, maintenance, repair, and construction of water distribution and pumping systems.

License or Certificate:

Possession of an appropriate California Driver License.

Ability to obtain a Class A Driver license with endorsements for multi vehicle (trailer or doubles) and tanker within 12 months of employment.

Ability to obtain a Water Distribution Operator Grade I certification from the California Department of Health Services within 18 months of employment.

Water Distribution Operator II

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized training in water distribution and water treatment is desirable

Experience:

Two years of experience in operation, testing, maintenance, repair, and construction of water distribution and pumping systems comparable to a Water Distribution Operator I with the City of Merced.

License or Certificate:

Possession of an appropriate, valid California Class A Driver License with endorsements for multi vehicle (trailer or doubles) and tanker.

Possession of a Water Distribution Operator Grade II certification from the California Department of Health Services.

Water Distribution Operator III

Education/Training:

Equivalent to the completion of the twelfth grade. Specialized training in water distribution and water treatment is desirable.

Experience:

Five years of experience in operation, testing, maintenance, repair, and construction of water distribution and pumping systems comparable to a Water Distribution Operator II with the City of Merced.

License or Certificate:

Possession of an appropriate, valid California Class A Driver License with endorsements for multi vehicle (trailer and doubles) and tanker.

Possession of a Grade III, or higher Water Distribution Operator certification from the State of California Water Resources Control Board.

Possession of a Grade I, or higher, Water Treatment Plant Operator Grade certificate from the State of California Water Resources Control Board.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 these essential job functions.

Environment: Work is performed both in a corporation yard and outdoor environment; exposure to varying temperatures and weather conditions; exposure to hazardous materials, smoke, gases, fumes, dust, grease, and noise; exposure to hazards such as moving machine parts and electrical current; continuous contact with other staff; and regular contact with the public.

Physical: Primary functions require sufficient physical ability and mobility to work in corporation yard and outdoor environment; occasionally sit and frequently stand, walk, bend, crawl, reach, twist, stoop, kneel, crouch, and make repetitive hand movement; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 90 pounds; ability to climb a stationary ladder a minimum of 150 vertical feet; exert unusual physical effort in the maintenance and repair of the underground water mains and related components; corrected hearing and vision to normal range; verbal communication; operate large and motorized equipment; use a variety of hand and power equipment and testing equipment used in maintenance, construction, and operations; operate a two-way radio; and use of office equipment, including computers, telephones, calculators, copiers, traffic controllers, and FAX.