



CITY OF CAMARILLO

Lead Water Distribution Operator

Job Code: 859

FLSA: Non-Exempt

*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

Leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of semi-skilled and skilled duties involved in the installation, maintenance, and repair of water services, valves, mains, hydrants, and meters; monitors and ensures compliance with city, state, and federal regulations regarding water system operations; operates and maintains a variety of heavy equipment and hand and power tools and equipment.

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. Leads, plans, trains, and reviews the work of water distribution staff responsible for installing, maintaining, servicing, repairing, and ensuring proper operation of all aspects of existing and new water services, water mains, valves, hydrants, water sample stations and air vacs, and related devices; monitors and ensures compliance with city, state, and federal regulations regarding water system operations; participates in performing the most complex work of the unit including coordinating and planning work schedules and job assignments; generates, categorizes, and distributes work orders.
2. Trains assigned employees in their areas of work including in proper water distribution methods, procedures, and techniques.
3. Supervises the use, care, and operation of assigned equipment and tools.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
5. Oversees and participates in installing cathodic protection on copper servicelines.
6. Oversees and participates in locating water services and water mains using electronic locating equipment; performs underground service alerts; taps and installs new customer services; locates and repairs leaks; installs sections in pipelines.
7. Oversees and participates in performing a full range of meter maintenance and exchange duties; tests and replaces meters of various sizes; performs turn ons and shut-offs as required; responds to water quality complaints as necessary.
8. Oversees and participates in cleaning mains and flushes water lines to ensure water quality as necessary.
9. Oversees and participates in performing a full range of maintenance and repair duties on water facilities including welding and fabrication work.
10. Assists in coordinating system shut downs and inspections for contract work on district water facilities;

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reads water maps and blueprints to assist contractors during shut downs and inspections.

11. Performs work in confined spaces; performs necessary precautions prior to entering vaults and other confined spaces.
12. Oversees and participates in setting traffic control including safety devices, signs, and barricades; ensures safety of public and work crew.
13. Responds to public inquiries and complaints in a courteous manner; provides information within the area of assignment; determines appropriate corrective action necessary to resolve complaints in an efficient and timely manner; coordinates activities with other City staff in resolving complaints.
14. Participates in the development of the section budget; monitors expenditures; recommends the purchase of equipment, materials and supplies.
15. Maintains records of basic operations, maintenance, and work performed; prepares reports to meet state and federal regulatory requirements and for the department.
16. Responds to emergency calls on the water distribution system and water production system during weekend duty or when on night duty.
17. 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:

- Operations, services, and activities of water distribution systems.
- Principles of lead supervision and training.
- Advanced materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance, installation and repair of water distribution infrastructure.
- Operational characteristics of maintenance and construction equipment and tools used in work activities.
- Proper procedures used in the maintenance and repair of hand and power tools.
- Advanced methods and procedures to correct water quality issues.
- A variety of fittings, pipe sizes, and pipe types used in the water distribution system.
- Practices and procedures of traffic control.
- Principles and practices of record keeping and basic report preparation.
- Basic principles of budget preparation and monitoring.
- Occupational hazards and standard safety procedures including those associated with working on a high-pressure water system, in vaults and confined spaces, and operating trucks and other equipment.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Lead, organize, and review the work of staff.
- Independently perform the most difficult water distribution duties.
- Interpret, explain, and enforce department policies and procedures.
- Review, monitor, and prioritize the maintenance/repair of municipal water systems
- Operate a variety of tools and equipment used in maintenance and construction.
- Read and interpret blueprints, diagrams, as-builts, and sketches.
- Determine appropriate pipe types, sizes, and fittings to be used.
- Perform heavy manual labor.
- Drive and operate trucks and construction equipment.

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Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.
Ensure adherence to safe work practices and procedures.
Ensure safety around work areas in high traffic.
Read water meters, water pump gauges, and charts.
Respond courteously and appropriately to inquiries and complaints.
Respond to distribution system maintenance/repair emergencies.
Maintain accurate records and prepare reports.
Participate in the preparation and monitoring of assigned budget.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective professional 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:

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Four years of increasingly responsible experience in the installation, operation, maintenance, and/or repair of water distribution systems including two years of experience comparable to a Water Distribution Operator III with the City of Camarillo.

License or Certificate:

Possession of a D3 Water Distribution Operator Certificate issued by the California Department of Health Services.

Possession of a T1 Water Treatment Operator Certificate issued by the California Department of Health Services.

Possession of a valid California Class A driver's license with tanker endorsement.

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 the essential job functions.

Environment: Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, mechanical and electrical hazards, and all types of weather and temperature conditions; work in or around water; exposure to hazardous traffic conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights; incumbents may be required to respond to emergency and public calls after hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a field environment; to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate to heavy amounts of weight; to operate assigned equipment and vehicles; and to verbally communicate to exchange information.