



CITY OF CAMARILLO

Water Distribution Operator I Water Distribution Operator II Water Distribution Operator III	Job Code: 858/857/856 FLSA: Non-Exempt
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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

Performs 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; and operates and maintains a variety of heavy equipment and hand and power tools and equipment.

DISTINGUISHING CHARACTERISTICS

Water Distribution Operator I – This is the entry level class in the Water Distribution Operator series. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Water Distribution Operator II level and exercise limited independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise. As experience is acquired, the employee performs with more independence and responsibility and is expected to be performing at the “II” or journey level within the prescribed time frame. Advancement to the “II” level is based on demonstrated proficiency in performing the assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff. Positions at the “I” level are required to have a D1 Water Distribution Operator certificate issued by the California Department of Health Services.

Water Distribution Operator II – This is the journey level class in the Water Distribution Operator series. Employees within this class are distinguished from the Water Distribution Operator I by the demonstrated ability to perform a variety of water distribution duties, greater independence with which the incumbent is expected to work, and the increased exercise of judgment and initiative expected in the performance of duties. Positions in this class series are flexibly staffed and positions at the Water Distribution Operator II level are normally filled by advancement from the “I” level, or when filled from the outside require prior experience and necessary certification. Positions at this level require two years of experience comparable to a Water Distribution Operator I with the City of Camarillo and must possess a D2 Water Distribution Operator certificate issued by the California Department of Health Services. Advancement to the “III” level is based on demonstrated proficiency in performing the assigned duties, possession of required certifications, and is at the discretion of higher level supervisory or management staff.

Water Distribution Operator III – This is the full journey level class in the Water Distribution Operator series. Positions at this level require demonstrated ability to independently perform the full range of complex water distribution operations duties. Positions at this level may provide instruction and assistance to lower level Water Distribution Operators. Positions in this class series are flexibly staffed and positions at the Water Distribution Operator III level are normally filled by advancement from the “II” level, or when filled from the outside require prior experience and necessary certification. Positions at this level require two years of experience comparable to a Water Distribution Operator II with the City of Camarillo and must possess a D3 Water Distribution Operator Certificate issued by the California Department of Health Services.

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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. Installs, maintains, services, repairs, and ensures 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.
2. Installs cathodic protection on copper servicelines.
3. Locates 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.
4. Performs 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.
5. Cleans mains and flushes water lines to ensure water quality as necessary.
6. Performs a full range of maintenance and repair duties on water facilities including welding and fabrication work.
7. Operates a variety of hand and power tools and heavy equipment; digs and backfills trenches; maintains and performs minor repairs to equipment, tools, and vehicles.
8. Assists in coordinating system shut downs and inspections for contract work on district water facilities; reads water maps and blueprints to assist contractors during shut downs and inspections.
9. Performs work in confined spaces; performs necessary precautions prior to entering vaults and other confined spaces.
10. Sets traffic control including safety devices, signs, and barricades; ensures safety of public and work crew.
11. Answers emergency calls from the public and other agencies; takes appropriate public safety measures and initiates corrective action.
12. Maintains records of basic operations, maintenance, and work performed.
13. Assists in training and monitoring the work of less experienced workers.
14. Responds to emergency calls on the water distribution system and water production system during weekend duty or when on night duty.
15. 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.
Materials, methods, techniques, and terminology used in maintenance and repair activities related to the maintenance, installation and repair of water distribution infrastructure.

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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.
Methods and procedures to correct water quality issues.
A variety of fittings, pipe sizes, and pipe types used in the water distribution system.
Traffic laws, ordinances and regulations relating to the operation of assigned equipment.
Practices and procedures of traffic control.
Basic principles and practices of record keeping.
Occupational hazards and standard safety procedures including those associated with working on a high-pressure water system, in vaults and confined spaces, and working with trucks and other equipment.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Perform a full range of semi-skilled and skilled tasks involved in the maintenance, installation, and repair of the City's water distribution infrastructure.
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.
Safely and effectively operate a variety of maintenance and construction equipment, tools and materials.
Ensure adherence to safe work practices and procedures.
Read water meters, water pump gauges, and charts.
Respond courteously and appropriately to inquiries and complaints.
Respond to distribution system maintenance/repair emergencies.
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:*

Water Distribution Operator I

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

One year of experience in the installation, maintenance, and repair of water distribution systems.

License or Certificate:

Possession of a D1 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.

Water Distribution Operator II

Education/Training:

Equivalent to the completion of the twelfth grade.

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Experience:

Two years of experience in the installation, maintenance, and repair of water distribution systems comparable to a Water Distribution Operator I with the City of Camarillo.

License or Certificate:

Possession of a D2 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.

Water Distribution Operator III

Education/Training:

Equivalent to the completion of the twelfth grade.

Experience:

Three years of experience in the installation, maintenance, and repair of water distribution systems including two years of experience comparable to a Water Distribution Operator II 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.