



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Distribution Operator II
------------------	--------------------------

### **GENERAL PURPOSE**

Under general supervision, inspects, operates, maintains, services and performs operational repairs to facilities and equipment used in the storage, treatment and distribution of potable and reclaimed water; performs operational adjustments to the distribution system to ensure compliance with quality and regulatory requirements; responds to water leak and emergency repair situations; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the fully qualified journey-level classification in the Distribution Operator series. Positions at this level are distinguished from the Distribution Operator I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Distribution Operator III level in that the latter performs the more complex work assigned to the series, and/or provides technical and functional direction over lower level staff.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends and 24-hour emergency call out with little or no notice.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned technical, supervisory or management personnel. Exercises no direct supervision over staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*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 this position.*

- Performs technical duties in the treatment and operation of systems through monitoring, inspecting and maintaining the potable and reclaimed water production, storage, pumping equipment and distribution systems, including reading meters, pressures, chlorine residuals, basic total dissolved liquids (TDS) and nitrate levels and samples.
- Interprets, and determine problems in the system, from information on gauges, meters, charts and graphs; operates pumps, valves and related equipment to regulate flows and pressures.
- Performs operational adjustments to the distribution system to ensure compliance with quality and regulatory requirements, including but not limited to, flushing trouble areas and pulling samples for lab and determining a plan to correct water quality problems; calculates chemical treatment and blends at wells and makes daily systems changes to plants, wells and storage sites.
- Performs preventive maintenance program tasks on pumps, valves, engines, motors and related production, storage and distribution system equipment and facilities; organizes pump testing using various head and flow instruments.
- Collects and analyzes water samples from various locations within the distribution system to monitor and maintain water quality daily.
- Inspects production, treatment, storage and distribution facilities for maintenance and cleaning needs, including but not limited to climbing on top of tall steel tanks, climbing down into reservoirs, vaults and other confined spaces, working in large reservoirs, and climbing on ladders to service pumps and other equipment following District safety standards; instigates interior recoating of District water storage reservoirs; maintains building and grounds in a clean and orderly manner; follows District safety standards.
- Receives chemical shipments, participates in the unloading process and records into inventory; inspects shipments received for standards compliance.
- Responds to and confirms the existence of water main breaks, leaks, hydrants, etc.; contains and repairs minor leaks in accordance with safety guidelines; places safety signs and traffic-control barricades, isolates main breaks by operating distribution system valves; makes emergency shut-downs; notifies customer of shut downs; establishes alternate routes and system operations to meet emergency demands; sets up temporary water where needed; coordinates activities with other departments, outside agencies, and contractors.
- Responds in person to inquiries and investigates and resolves customer complaints.
- Transports and installs chlorine gas cylinders at disinfection facilities; responds to chlorine leaks to test air quality with a gas detector to verify leak and notify appropriate individuals; follows established regulations, guidelines, policies and procedures in the handling and transporting of hazardous materials.

- Documents and maintains a variety of records and reports advising on overall system operations and shutdowns.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties, as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Principles, methods and techniques for operating pumps, valves, electric motors, diesel and natural gas engines and electronic, computerized and manual control systems.
- Functions and servicing requirements of the equipment used in a water distribution system.
- SCADA, GIS, Meter reading program, and work order tracking software.
- Principles, methods, practices and techniques utilized in chemical, bacteriological and biological analyses.
- Operational characteristics of water distribution systems.
- Safe working practices including those related to the transportation and handling of hazardous materials; LOBO, confined space, chlorine gas, fall arrest and electrical hazards.
- Mathematical concepts.
- Methods and techniques of inspecting, maintaining and repairing a diverse range of equipment.
- Principles and practices of record keeping.
- Federal and state safe drinking water laws and regulations.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Operate a variety of pumping, treatment, control and transmission equipment and machinery, including digital control equipment.
- Accurately read meters, gauges, valve books, blueprints and schematic drawings.
- Make mathematic calculations, including metrics.
- Prepare records and reports of work performed.
- Operate and maintain hand and power tools pertaining to the work.
- Operate Personal Protective Equipment (PPE), chlorine leak detector, gas detector, fall arrest system, and ventilation equipment in accordance with safety guidelines.
- Make sound independent judgments within established guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Two (2) years of experience operating and maintaining pumps and valves similar to those used in a large water distribution system, or one (1) year as a Distribution Operator I with the District.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Licenses/Certifications:

- A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.
- State of California Water Treatment Operator Certificate, Grade I.
- State of California Distribution Operator Certificate, Grade II.

### **PHYSICAL DEMANDS**

*The physical 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.*

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District  
Job Title: Distribution Operator II  
Last Update: April 2021

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	<i>April 29, 2021</i>
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Distribution Operator II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_