



Classification Unit:	Field and Office
Last Revision:	September 2007

WATER DISTRIBUTION/MAINTENANCE I/II/III

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

DISTINGUISHING CHARACTERISTICS:

WATER DISTRIBUTION/MAINTENANCE I:

Under supervision, to perform semi-skilled work involved in the construction, maintenance, repair and related services for the District's water supply, transport, storage, treatment and distribution systems. This is an emergency response, On-Call position, upon possession of a Grade I Operator Certificate (D1) within one (1) year from date of employment.

WATER DISTRIBUTION/MAINTENANCE II:

Under general supervision, to perform semi-skilled work involved in the construction, maintenance, repair and related services for the District's water supply, transport, storage, treatment and distribution systems. This is an emergency response, On-Call position.

WATER DISTRIBUTION/MAINTENANCE III:

Under direction, to lead, oversee and participate in the more complex and difficult work of staff responsible for providing construction, maintenance, repair and related services for the District's water supply, transport, storage, treatment and distribution systems; and to perform a variety of technical tasks relative to assigned areas of responsibility. This is an emergency response, On-Call position.

SUPERVISION RECEIVED AND EXERCISED

WATER DISTRIBUTION/MAINTENANCE I:

Exercises no supervision.

WATER DISTRIBUTION/MAINTENANCE II:

May exercise technical and functional supervision over lower level maintenance staff including Maintenance I/II and Water Distribution/Maintenance I.

WATER DISTRIBUTION/MAINTENANCE III:

Exercises technical and functional supervision over lower level maintenance staff including Maintenance I/II/III and Water Distribution/Maintenance I/II.

ESSENTIAL FUNCTION STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

WATER DISTRIBUTION/MAINTENANCE I AND II:

- ❖ Excavates, inspect, flush, clean and repair water mains, lines and laterals; make taps for new services.
- ❖ Install, repair and replace fire hydrants, valves, air valves, meters and meter vaults and boxes; exercise valves according to prescribed schedules.
- ❖ Weld and fabricate tools, equipment, railing, catwalks, plumbing parts and vault lids using arc and acetylene welding equipment.
- ❖ Test, disassemble, clean and repair water meters; replace worn or faulty parts.
- ❖ Maintain well sites; operate well chlorination pumps; take water samples and check level of chlorine; change tanks as needed.
- ❖ Maintain pumps, motors and related equipment at District wells and pumping plants.
- ❖ Service customer accounts; turn service on and off; check water quality; reconnect service; pull and remove meters.
- ❖ Operate construction equipment and power tools such as dump trucks, tractors, backhoes, front end loaders, compressors, pipe locators, pipe cutters, valve and tapping machines; maintain hand tools and assigned equipment.
- ❖ Utilize proper safety precautions related to all work performed.
- ❖ Install street barricades and cones prior to the performance of water treatment and distribution related street repair activities; direct and control traffic around work sites.
- ❖ Read water meters; repair line leaks; change broken water valves.
- ❖ Clean pumps and reservoirs; cut and clear weeds.
- ❖ Respond to public inquires in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- ❖ May perform operation and maintenance duties on wastewater and reclaimed water systems.
- ❖ Performs other maintenance and operations duties as assigned.

WATER DISTRIBUTION/MAINTENANCE III:

In addition to the essential responsibilities and duties for Water Distribution/Maintenance I and II:

- ❖ Lead, plan and review the work of staff responsible for providing operation, construction, maintenance and repair services for the District's water supply, transport, storage, treatment and distribution systems.
- ❖ Plan, direct and participate in the construction, maintenance and repair of water supply, transport, storage, treatment and distribution systems facilities and equipment.

- ❖ Supervise the use, operation and care of construction equipment and hand and power tools including air brake equipped trucks/dump trucks, tractors, backhoes, front end loaders, compressors, pipe locators, pipe cutters, boring and tapping machines.
- ❖ Estimate time, material and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion.
- ❖ Train assigned employees including in the areas of work methods, techniques and the use and operation of equipment.
- ❖ Verify work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures; maintain cleanliness of work area and tools.
- ❖ Maintain records and files related to the water distribution system.

EMPLOYMENT STANDARDS

WATER DISTRIBUTION/MAINTENANCE I:

Knowledge of:

- ❖ Operational characteristics and uses of general construction equipment and tools used in the area of work assigned.
- ❖ Basic mathematical principles.
- ❖ Occupational hazards and standard safety practices necessary in the area of work assigned.
- ❖ Safe driving principles and practices.

Skill to:

- ❖ Operate a motor vehicle safely.
- ❖ Perform heavy manual labor for extended periods of time in all types of weather.

Ability to:

- ❖ Learn to perform unskilled and semi-skilled tasks in a variety of operation, construction and maintenance activities involved in water treatment and distribution systems.
- ❖ Learn to operate a variety of vehicular and stationary mechanical equipment, hand tools, and power tools and equipment in a safe and effective manner.
- ❖ Record numbers accurately and perform basic mathematical computations.
- ❖ Understand and follow oral and written instructions.
- ❖ Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

One year of experience performing operation and maintenance duties in water distribution.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of a Grade I Operator Certificate (D1) issued by the State of California within one (1) year from date of employment.

Possession of a Grade I Water Treatment Operator Certificate (T1) issued by the State of California, desirable.

Possession of backflow prevention assembly tester certificate, desirable.

Possession of a Cross Connection Control Specialist Certificate, desirable.

WATER DISTRIBUTION/MAINTENANCE II:

In addition to the qualifications for Water Distribution/Maintenance I:

Knowledge of:

- ❖ Methods and techniques of operations, construction, maintenance and repair related to the treatment and distribution systems.

Skill to:

- ❖ Operate a variety of vehicular and stationary mechanical equipment, hand tools and power tools and equipment in a safe and effective manner.

Ability to:

- ❖ Perform skilled operation, maintenance, construction and repair work involved in water treatment and distribution systems.
- ❖ Read, interpret and apply technical information from basic maps and blueprints.
- ❖ Work independently in the absence of supervision.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

Two years of increasingly responsible experience performing operation and maintenance duties in water distribution.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of a Backflow Prevention Assembly Tester Certificate.
Possession of a Grade I Water Treatment Operator Certificate (T1) issued by the State of California.

Possession of a Grade I Operator Certificate (D1) issued by the State of California.
Possession of a Cross Connection Control Specialist Certificate, desirable.

WATER DISTRIBUTION/MAINTENANCE III:

In addition to the qualifications for Water Distribution/Maintenance I and II:

Knowledge of:

- ❖ Operations, services and activities of a water treatment and distribution systems.
- ❖ Principles of lead supervision and training.
- ❖ Principles and procedures of record keeping and reporting.

Ability to:

- ❖ Plan, organize and review the work of water treatment and distribution operations and maintenance staff.
- ❖ Provide lead supervision and training to assigned staff.
- ❖ Independently perform the most difficult operation, maintenance, construction and repair work in the area of work assigned.
- ❖ Prepare and maintain accurate and complete records.
- ❖ Prepare clear and concise reports.
- ❖ Work independently in the absence of supervision.

Experience and Training Guidelines:

Any combination of experience and education (training) that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of increasingly responsible experience performing water system treatment and distribution system operation and maintenance duties.

License or Certificate:

Possession of a Cross Connection Control Specialist Certificate
Possession of a Grade II Water Treatment Operator Certificate (T2) issued by the State of California.
Possession of a Grade II Operator Certificate (D2) issued by the State of California.

WORKING CONDITIONS

Essential duties require the following physical skills and work environment:

WATER DISTRIBUTION/MAINTENANCE I, II AND III:

Environmental Conditions

Field environment; travel from site to site; work in or with water; access and work in confined spaces and high areas; work in or around deep or fast moving waters; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions.

Physical Conditions

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb and lift 100 pounds; exposure to cold, heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards and electrical hazards; ability to travel to different sites and locations.

SPECIAL REQUIREMENTS

These requirements are applicable to all positions within this series:

- ❖ Possession of a valid California Driver's License, Class A with air brake endorsement, as issued by the State of California Department of Motor Vehicles; and a driving record acceptable to the District's auto insurance provider.
- ❖ Obtain and maintain defensive drivers training certification (training provided by the District)
- ❖ Obtain and maintain CPR and First Aid training certification (training provided by the District)

Approved: September 2007

/s/John Gregg
District Manager