

WATER DISTRIBUTION/PRODUCTION SPECIALIST

DEFINITION

Under supervision, participates in the maintenance, construction and the distribution of potable water or the production of ground water for the City's water systems.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from a manager or designee. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Water Distribution/Production Specialist is the advanced level class in the Water Distribution/Production series. Incumbents perform semiskilled and skilled duties in the testing, cleaning, maintenance, inspection, repair, installation replacement, surface and groundwater treatment, construction and operation of City's water system infrastructures for the distribution of potable water or the production of ground water. This class is distinguished from Senior Water Distribution/Production Operator in that the latter is the skilled craft class in the series that provides lead direction. Depending on assignment, a Water Distribution/Production Specialist may provide lead instruction and may receive direction from a Senior Water Distribution/Production Operator. This class is distinguished from Water Distribution/Production Technician, in that incumbents of the latter are the entry level working class. Incumbents may be required to work evenings, weekends, and holidays. Dependent upon assignment, incumbents may be assigned to work in distribution or groundwater production.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Installs, maintains, and repairs water lines, valves, meters, fire hydrants, pressure regulators, pumps and tanks, surface water and groundwater treatment equipment, distribution, production equipment, and other water system infrastructures.

Operates and services equipment used in the repair, installation and maintenance of water system infrastructures including, but not limited to, compressors, jack hammers, backhoes, trenchers, tractors, trucks, and any other assigned light and heavy equipment.

Make minor adjustments on service equipment; maintain tools and equipment in working order.

Operate and maintain wells, reservoirs, hydropneumatic tanks, and treatment facilities; and inspect residential and commercial service issues.

Monitor and adjust water distribution and production equipment.

Install pipelines; make water line taps; install water services, fire hydrants, valves, and other water devices.

Perform field duties related to the water system; take water samples and inspect new construction.

Excavate trenches and install shoring as required by Cal OSHA rules and regulations..

Identify service and main leaks; operate pipe locators; may install and inspect backflow devices.

Read and update water distribution maps and as-built plans and blueprints.

Clean and monitor pump stations and related equipment.

Perform emergency repairs to water lines as necessary; establish proper traffic control devices.

May repair, maintain and install water meters and related service lines; read meters; turn services off and on as necessary.

Maintain logs of daily activities. Keeps accurate records.

Handle complaints and answer questions from the public.

Perform minor concrete work, e.g., meter boxes, and pouring hydrant pads, pump pedestals and short sections of sidewalks and curbs.

Notify underground service alert of requirement for locating, marking, notification, and pavement markings for excavation.

Depending upon assignment, may be required to locate and identify City owned water and sewer line locations for Underground Service Alert (USA).

Perform surface water, groundwater and distribution system sampling.

May be required to wear and use applicable PPE consistent with state mandates.

Perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The materials, methods, practices, equipment and tools used in the installation and maintenance of valves, hydrants, water lines, meters, regulators, pumps, surface water and groundwater treatment equipment, distribution and water services.

Occupational hazards and safety precautions of the industry; some knowledge of local, state and federal statutes, codes, rules and regulations governing water systems, surface and groundwater treatment and quality (e.g., Safe Drinking Water Act).

Principles and practices of water distribution maintenance and repair.

Basic principles of water treatment.

Common tools, materials, and motorized vehicles and equipment used in the maintenance and repair of a water distribution system.

Pumps, valves and backflow devices.

Basic mathematical principles.

Safe work practices and policies.

Ability to:

Locate mains, pipes, hydrants, and meters.

Keep simple, accurate records.

Follow and prepare oral and written instructions.

Safely operate assigned vehicles, tools and equipment in the installation and maintenance of the water system.

Perform confined space entry.

Plan and order materials necessary to accomplish assigned tasks.

Read water distribution or production maps and as-built plans and blueprints.

Perform simple arithmetic and mathematical computations.

Perform heavy manual labor. Physical strength and agility to work outdoors under arduous conditions.

Work with the variety of tools related to water system maintenance.

Read and understand schematic diagrams.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships at all organizational levels, including the public.

MINIMUM QUALIFICATIONS

HS Diploma or GED completion;

AND

Two years of full-time work experience in the testing, cleaning, maintenance, inspection, repair, installation, replacement, construction, distribution and operation of water systems.

Possession and continued maintenance of a valid Class "C" California Driver's License.

Possession and continued maintenance of a valid Water Distribution Operator Certificate, Grade D2, issued by the California State Water Resources Control Board. Failure to maintain the valid certification shall be cause for termination from this class.

NECESSARY SPECIAL REQUIREMENTS

Depending on assignment area: 1) may be required to obtain and maintain a valid Commercial Class "A" or "B" California Driver's License with appropriate endorsements for entire term of employment, 2) may be required to obtain and maintain a valid Backflow Certificate by the California State Water Resources Control Board.

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 8/15/2017

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REVISED: 9/22/17