

## **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.

Makes minor adjustments on service equipment; maintains tools and equipment in working order.

Operates and maintains wells, reservoirs, hydropneumatic tanks, and treatment facilities; and inspects residential and commercial service issues.

Monitors and adjusts water distribution and production equipment.

Water Distribution Production Specialist  
Page 2

Installs pipelines; makes water line taps; installs water services, fire hydrants, valves, and other water devices.

Performs field duties related to the water system; takes water samples and inspects new construction.

Excavates trenches and installs shoring as required by Cal OSHA rules and regulations.

Identifies service and main leaks; operates pipe locators; installs and inspect backflow devices.

Identifies and diagnoses leaks for customers and contractors.

Reads and update waters distribution maps and as-built plans and blueprints.

Cleans and monitors pump stations and related equipment.

Performs emergency repairs to water lines as necessary; establishes proper traffic control devices.

Repairs, maintains, and installs water meters and related service lines; reads meters; turn services off and on as necessary.

Maintains logs of daily activities and keeps accurate records.

Handles complaints and answers questions from the public.

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

Installs and removal of pumps in water wells.

Inspects new wells, monitoring wells, and destruction of privately owned wells.

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

Locates and identifies City owned water and sewer line locations for Underground Service Alert (USA) as needed.

Performs surface water, groundwater and distribution system sampling.

Cleans and maintains recharge basins; reads and maintains basin meters.

Wears and uses applicable PPE consistent with state mandates as required.

May repair sewer lines that were damaged in the performance of duties.

Maintains inventory and utilizes electronic work order systems.

Performs 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.

#### **Skill/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 with the necessary physical strength and agility to work outdoors under arduous conditions.

Work with a 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**

### **Education:**

Possession of a High School Diploma or equivalent GED completion or satisfactory completion of the educational requirements necessary to obtain a valid Water Distribution Operator Certificate, Grade D2, issued by the California State Water Resources Control Board.

### **Experience:**

Two (2) years of full-time work experience in the testing, cleaning, maintenance, inspection, repair, installation, replacement, construction, distribution and operation of water systems.

## **SPECIAL REQUIREMENTS**

Possession of a valid Class "C" California Driver's License is required at the time of application and continued maintenance throughout the entire term of employment in this classification.

Possession of a valid Water Distribution Operator Certificate, Grade D2, issued by the California State Water Resources Control Board is required at the time of application and continued maintenance throughout the entire term of employment in this classification. Failure to maintain a valid Water Distribution Operator Certificate, Grade D2 certificate shall be cause for termination from this class.

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 the entire term of employment in this classification within twelve (12) months of assignment, 2) may be required to obtain and maintain throughout the entire term of

Water Distribution Production Specialist  
Page 5

employment in this classification a valid Backflow Certificate by the California State Water Resources Control Board.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that are necessary to safely, effectively, and efficiently perform the essential functions of this job with or without reasonable accommodation.

This classification's physical demands involve heavy work exerting up to 100 pounds of force occasionally with assistance, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Additionally, the following physical demands may be required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, walking.

APPROVED: Signature on File DATE: 10/20/2025  
Director of Personnel Services

NEW: 8/15/17

REVISED: 9/22/17

REVISED: 2/10/20

Revised: EVG/C&C: 10/20/2025