



**Fair Oaks Water District  
Job Description**

**Distribution System Operator I**

DEPARTMENT: Operations and Maintenance  
FLSA STATUS: Non-Exempt  
DIRECTLY REPORTS TO: Operations Supervisor or Operations Superintendent  
DIRECTLY SUPERVISES: N/A  
JOB DESCRIPTION DATE: January 1, 2023  
ANNUAL SALARY RANGE: \$46,987.20 - \$63,440.00  
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

**General Statement of Job**

Under direct supervision of Operations Supervisor or Operations Superintendent, this position performs a variety of tasks in the operations and maintenance functions of the Fair Oaks Water District (FOWD); assists in the installation of water mains, meters and related water distribution facilities; drives and operates vehicles and equipment; assists in the maintenance of FOWD facilities and equipment.

**Essential Functions**

*The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Performs routine and specialized work in the installation maintenance and repair of water distribution facilities and appurtenances. Responds to customer complaints such as water waste, low pressure and water quality.
2. Drives a truck or other light equipment, may operate a dump truck or heavy equipment such as backhoes and loaders; operates a jackhammer, shovels, tamps and rakes asphalt, digs and backfills ditches, operates other equipment, including excavation equipment devices and tools used in maintaining a water distribution system and facilities.
3. Notifies for water system shutdowns.
4. Performs emergency repair work and shutdowns.
5. Performs traffic control duties.
6. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
7. Maintains and submits records of materials used on jobs as required; writes location cards; makes reports and completes assigned paperwork.
8. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
9. Stocks vehicle to ensure materials are on hand for each job; maintains a truck tool inventory.
10. Checks assigned vehicle on a daily basis to ensure safe and dependable operation.
11. Works overtime as required and approved with additional compensation.

12. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state and local laws relating to position functions.

### **Other Duties**

1. May assist in obtaining meter reads and/or demand reads for billing.
2. May assist in the delivery of final notices and orders to disconnect water service due to non-payment of water charges.
3. May assist in performing property surveys.
4. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
5. May perform minor repairs to vehicles and equipment; maintains FOWD vehicles and facilities in a clean and orderly manner.
6. May operate a forklift.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Materials and equipment used in water service installation, maintenance and repair work.
- Water quality issues related to the operation of water systems.
- Proper work safety standards.

#### **Ability to:**

- Perform basic work assignments in the installation, maintenance, and repair of water service systems and meters.
- Learn the more difficult water service and meter installation, maintenance, and repair work.
- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

### **Typical Physical Activities**

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.
- Travel regularly by vehicle for FOWD related duties and activities.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Differentiate between and perceive color, sound, smell, taste, texture and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.

### **Environmental Factors**

- Work both indoors and outdoors, during all types of weather.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- High temp: Considerable work time in hard manual labor in temperatures above 80 degrees.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.

### **Desired Qualifications**

- Minimum of one years' experience in general pipeline and related construction
- Knowledge of DOT regulations for performing safety sensitive functions.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

### **Required Licenses/Certifications**

- California Certified Water Distribution Operator Grade I or ability to obtain within one year of employment.
- Valid California motor vehicle operators commercial class B license or higher or ability to obtain within one year of employment.
- Graduation from high school or equivalent.

*Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective employees and incumbents to discuss potential accommodations.*

**I have received, read and understand the above job description.**

Name (Please Print):

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Signature:

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Date:

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Operations Superintendent:

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Signature:

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Date:

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Manager:

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Signature:

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Date:

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General Manager: Tom R. Gray

Signature:

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Date:

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