



Fair Oaks Water District Job Description

POSITION TITLE: Senior DSO Inventory
DEPARTMENT: Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Maintenance Supervisor
DIRECTLY SUPERVISES: N/A
Job Description Date: May 4, 2009
Annual Salary Range: \$44,000 - \$55,000

GENERAL STATEMENT OF JOB:

Under direction of the Maintenance Administrator, performs a variety of tasks in maintenance and construction activities; is the primary contact for all District inventory. Assigns inventory to District employees and maintains inventory records in accordance with District policies and procedures. Performs inventory reconciliations on a regular basis, performs routine and light maintenance on all District equipment and maintains the preventative maintenance program. Provides equipment safety training to employees and documents the training in accordance with District standards. Assists in the installation of water mains, meters and other related water distribution facilities; operates heavy equipment and hydraulic and pneumatic tools; assists in service work which may include concrete work, landscaping, painting, welding and any other related duties that may be required.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle 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. Assigns inventory to District employees as needed.
2. Maintains inventory records in accordance with District policies and procedures.
3. Organizes and is responsible for the receiving, storing, and issuing of inventory; including verifying quality and quantity of each delivered product.
4. Performs regular material audits to insure quantity control and systems accuracy. Keeps a physical count for annual auditing purposes.
5. Completes and documents a monthly reconciliation of the District's inventory.
6. Performs and documents annual inventory reconciliation.
7. Performs routine and light maintenance on all District equipment.
8. Maintains a preventative maintenance program.
9. Maintains an equipment safety training program.
10. Provides equipment safety training to other employees.

11. Assists the Maintenance Administrator and Management Team with long range planning of District inventory and inventory procedures.
12. Performs routine and specialized work in the maintenance and repair of water distribution facilities and appurtenances as required.
13. 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; may operate a forklift.
14. Notifies for water shut downs, emergencies or otherwise as required.
15. Performs traffic control duties as necessary.
16. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
17. Maintains and submits records of materials used on jobs as required; writes location cards when necessary; makes reports and completes assigned paperwork as required.
18. Reads and maintains meters and automated meter reading systems as needed.
19. Receives all vehicle check list reports and maintains records of the data. Performs repairs to vehicles and equipment; maintains District vehicles in a clean and orderly manner.
20. Stocks vehicles to ensure materials are on hand for each job; maintains a truck tool inventory.
21. Performs "on call" duties during off-hours of operation as needed.
22. May work overtime as required and approved with additional compensation
23. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, local laws relating to position functions.

MINIMUM TRAINING AND EXPERIENCE:

- Intermediate knowledge of current Microsoft Office Applications
- Working knowledge of Microsoft Great Plains Program desired
- Ability to complete light repairs to a variety of vehicles and equipment
- Two years experience in the water industry
- Knowledge of Methods of water systems installation and repair
- Knowledge of equipment, tools, materials and methods of the water systems installation and repair
- Ability to add, subtract, multiply, divide; calculate decimals, ratios, percentages, and fractions and read a tape measure rapidly and accurately
- Graduation from high school or equivalent
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements

SPECIAL CERTIFICATES:

- California Distribution Operator Grade II
- Forklift Certification
- Valid California Driver's License Class B or higher

PHYSICAL REQUIREMENTS:

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.

- Travel regularly by vehicle for District related duties and activities
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying
- 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.
- Ability to lift at least 40 pounds.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.

ENVIRONMENTAL ADAPTABILITY:

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

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, 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): _____

Signature: _____

Date: _____

Supervisor Name (Please Print): _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____