



**Fair Oaks Water District
Job Description**

Distribution System Operator I

DEPARTMENT: Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Supervisor
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: September 1, 2016
ANNUAL SALARY RANGE: \$39,000 - \$53,500
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

General Statement of Job:

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

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. Performs routine and specialized work in distribution system installation, operation, maintenance and repairs.
2. Responds to customer complaints such as water waste, low pressure and water quality.
3. 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.
4. Notifies for water system shut downs.
5. Performs emergency repair work and shut-downs.
6. Performs traffic control duties.
7. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
8. Maintains and submits records of materials used on jobs as required; writes location cards; makes reports and completes assigned paperwork.
9. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
10. Stocks vehicle to ensure materials are on hand for each job; maintains a truck tool inventory.
11. Checks assigned vehicle on a daily basis to ensure safe and dependable operation.
12. May work overtime with additional compensation.
13. Adheres to all policies, procedures & standards of FOWD and pertinent federal, state, 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 District vehicles and facilities in a clean and orderly manner.
6. May operate a forklift.

Job Standards/Specifications

Knowledge of:

- Basic knowledge of materials and equipment used in water service installation, maintenance, and repair work.
- Knowledge of 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

- Operates District vehicles in field installations and maintenance work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- 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 Driver's License Commercial Class B 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): _____

Signature: _____

Date: _____

Operations Supervisor: Evan Currie

Signature: _____

Date: _____

General Manager: Tom R. Gray

Signature: _____

Date: _____