



Fair Oaks Water District Job Description

Distribution System Lead Worker

DEPARTMENT: Operations & Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Superintendent
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: January 1, 2018
ANNUAL SALARY RANGE: \$57,055 - \$77,025
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

General Statement of Job:

Under general supervision of the Operations Superintendent, this position administers the underground service alert program; responds to requests for location information on underground water system infrastructure; maintains fire hydrants; assists in the performance of water supply and water quality duties; drives and operates vehicles 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. Administers the underground service alert (USA) program; locates and marks water services, valves and mains as required by Underground Service Alert; marks areas for proposed excavation projects. Documents all USA requests and actions.
2. Administers the fire hydrant maintenance program; inspects, operates, refurbishes and repairs fire hydrants; maintains records for hydrant maintenance and repair activities; prioritizes and makes recommendations for hydrant replacement projects.
3. Administers the blow-off and air-release maintenance program; inspects, operates, refurbishes and repairs blow-offs and air-release valves; maintains records for blow-offs and air-release valve maintenance and repair activities; prioritizes and makes recommendations for blow-offs and air-release valve replacement projects.
4. Assists in administering new business and capital budget projects; provides primary support to staff assigned to the new business process.
5. Assists in completing duties related to water supply and water quality.
6. Maintains a variety of files and records in accordance with District policies and procedures.
7. Subordinate liaison with Sacramento County Construction Management Inspector related to County improvement projects or District pavement projects in the County right-of-way.
8. May assist in Coordinating surface restoration work with the District authorized paving contractor.
9. May assist in administering inspections on the maintenance, repair, and construction of the District water system and facilities.
10. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
11. Drives a truck, forklift or other light equipment; may operate a dump truck or heavy equipment.

12. May operate a vehicle in excess of 26,001 Gross Vehicle Weight Rating (GVWR) requiring a California Commercial Class 'A' driver's license in adherence of the Department of Transportation (DOT) regulations.
13. Checks assigned vehicle on a daily basis to ensure safe and dependable operation; may perform minor repairs to vehicles and equipment.
14. Performs "on call" duties during off-hours of operation.
15. May work overtime with additional compensation.
16. Adheres to all policies, procedures and standards of FOWD and pertinent Federal, State, and local laws relating to position functions.

Other Duties

1. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
2. May perform traffic control.
3. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
4. May assist in approving backflow prevention assembly installation and testing
5. May assist in administering the cross-connection and backflow prevention program.

Job Standards/Specifications

Knowledge of:

- Knowledge of construction safety laws, rules and regulations.
- Knowledge of principles used in the design of water systems.
- Knowledge of water quality regulations and requirements.
- Knowledge of cross-connection control regulations and how they apply to the waterworks industry.
- Knowledge of general landscaping, irrigation techniques, methods and troubleshooting.
- Knowledge of DOT regulations for performing safety sensitive functions.
- Working knowledge of Microsoft Office software applications.

Ability to:

- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to interpret designs, plans, and understand construction specifications.

Typical Physical Activities

- Travel regularly by vehicle for District related duties and activities.
- Manual labor requiring use of manual and power tools.
- 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.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in hard manual labor in temperatures between 80 or more degrees.
- Wetness: May get 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 four years’ experience in general pipeline and related construction.
- Minimum of two years’ experience working as a California Distribution Operator Grade II or higher.
- California Certified Cross Connection Control Specialist.
- California Certified Backflow Prevention Assembly Tester.
- 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 II.
- California Certified Water Treatment Operator Grade II or ability to obtain one within one-year of employment.
- Graduation from high school or equivalent.
- Valid California motor vehicle operators commercial class A license or ability to obtain one within one-year of employment.

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 Superintendent: Neil Tamagni _____

Signature: _____

Date: _____

General Manager: Tom R. Gray _____

Signature: _____

Date: _____