



Fair Oaks Water District Job Description

Distribution System Lead Worker

DEPARTMENT: Operations and Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Operations Superintendent
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: January 1, 2026
ANNUAL SALARY RANGE: \$70,137.60 - \$94,660.80
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

General Statement of Job

Under general supervision of the Operations Supervisor, this position implements the underground service alert program and coordination of Fair Oaks Water District (FOWD) surface restoration work; performs inspections on the maintenance, repair, and construction of the FOWD water system and facilities; performs fire hydrant and valve maintenance; performs blow-off and air-release valve maintenance; responds to requests for location information on underground water system infrastructure; assists in the performance of water supply and water quality duties; aids the FOWD in distribution system maintenance activities and may intermittently work on water maintenance crews as needed; drives and operates vehicles 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. Implements 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. Implements coordination of surface restoration work with the FOWD authorized paving contractor; ensures all FOWD projects that require paving are performed to County standards in a timely manner.
3. Performs inspections on the maintenance, repair, and construction of the FOWD water system and facilities.
4. Performs the fire hydrant and valve maintenance programs; inspects, operates, refurbishes, and repairs fire hydrants; Documents hydrant maintenance and repair activities in accordance with FOWD procedures.
5. Performs the blow-off and air-release valve maintenance programs; inspects, operates, refurbishes, and repairs blow-offs and air-release valves; Documents blow-off and air-release valve maintenance and repair activities in accordance with FOWD procedures.
6. Assists in administering new business and capital budget projects; provides primary support to staff assigned to the new business process.

7. Assists in completing duties related to water supply and water quality.
8. Maintains a variety of files and records in accordance with FOWD policies and procedures.
9. Works with Sacramento County Construction Management Inspector related to County improvement projects or FOWD pavement projects in the County right-of-way.
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; operates a dump truck or heavy equipment.
12. Performs "on call" duties during off-hours of operation as needed.
13. Works overtime as required and approved with additional compensation.
14. Adheres to all policies, procedures, and standards of FOWD and pertinent Federal, State, and local laws relating to position functions.
15. Checks assigned vehicle on a daily basis to ensure safe and dependable operation; performs minor repairs to vehicles and equipment.
16. Operates 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 as required.
17. Receives direction from the Maintenance Supervisor as required.

Other Duties

1. May perform traffic control.
2. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
3. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
4. May assist in approving backflow prevention assembly installation and testing.
5. May assist in implementing the cross-connection and backflow prevention program.
6. May assist in receiving of materials and supplies; verifies and maintain records on incoming and outgoing shipments.
7. May assist in implementing the FOWD inventory system; maintains inventory levels and ensures quality control in accordance with FOWD policy.

Job Standards/Specifications

Knowledge of:

- Principles, methods, materials, and equipment used in water system installation, maintenance, construction, and repair work.
- FOWD construction specifications and standards.
- Sacramento County construction specifications and standards.
- Construction safety laws, rules, and regulations.
- Cross-connection control regulations and how they apply to the waterworks industry.
- General landscaping, irrigation techniques, methods, and troubleshooting.
- DOT regulations for performing safety sensitive functions.
- Microsoft Office software applications.
- Water quality regulations and requirements.

Ability to:

- Communicate clearly and concisely, both orally and in writing.

- Effectively communicate with the public.
- Interpret designs, plans, and understand construction specifications.
- Develop information and repair reports.

Typical Physical Activities

- Travel regularly by vehicle for FOWD 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 used in construction.
- 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.
- May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Wetness: 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: Nick Kepler

Signature: _____

Date: _____

Manager: Shawn Huckaby

Signature: _____

Date: _____

General Manager: Tom R. Gray

Signature: _____

Date: _____