CITY OF OCEANSIDE

REVISED: JULY 2006
JOB CODE: 2141CE
UNIT: OCEA

CLASS SPECIFICATION

SENIOR DISTRIBUTION OPERATOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, to assign, direct, inspect and participate in the work of staff responsible monitoring and maintaining the water quality of the City's water distribution system; to perform routine maintenance and emergency repairs to existing City water infrastructure; to monitor water quality, water pressure, regulator levels, pump stations, and chemical and temperature levels; to sample water throughout the City; to operate a variety of equipment; and to perform related work as required.

CLASS CHARACTERISTICS

This is the lead worker level in the Distribution Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead direction and training to lower level staff.

EXAMPLES OF DUTIES – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Plans, prioritizes, assigns, inspects and participates in the work of staff responsible for the City water distribution system; provides technical direction to workers engaged in distribution activities; assists in the interviewing, selection and evaluation of assigned staff; performs a variety of work in connection with monitoring and performing routine maintenance and emergency repairs to existing City water infrastructure; inspect, maintain and repair a full range of equipment including water reservoirs, pump stations, regulators, relief valves, air vents, and waterlines to ensure water service delivery throughout the City; monitor water quality, water pressure, regulator levels, pump stations, and chemical and temperature levels; repair and maintain waterlines, pipeline, and water mains; flush and clean waterlines and reservoirs; install flow meters; perform flow adjustments; sample and transport general physical and bacteriological water samples for analysis; sample new waterlines prior to system tie-ins to ensure waterlines meet Health Department standards; conduce field tests; respond to water quality complaints; convey sample information to customers; may serve as relief operator at the

Desalting Plant; clean maintain, and replace parts on Desalting Plant filters; may repair and test backflow prevention devices; operate a variety of equipment; maintain water quality, inventory, and backflow databases, records, files, and reports as required; process invoices; track expenditure reports; schedules work as required; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

Knowledge of:

- General methods, practices, materials, tools, and equipment used in construction, maintenance and repair work.
- Basic pluming and piping systems.
- Safe work practices and techniques.
- Basic arithmetic
- Principles and procedures of filing and record keeping.
- Modern office procedures, methods and equipment, including computers.
- Water quality procedures and City policy regarding water quality.
- Methods, practices, materials, tools, and equipment used in the maintenance and repair of water distribution infrastructure.
- Methods and techniques of water distribution computer operating systems.
- Methods and techniques of water quality sampling and analysis.

Ability to:

- Learn the methods and techniques of water distribution computer operating systems.
- Learn the methods and techniques of water quality sampling and analysis.
- Learn to perform the full range of monitoring, routine maintenance and emergency repair duties involving the City's water system infrastructure.
- Operate a variety of mechanized equipment.
- Operate applicable office equipment.
- Effectively respond to water quality customer complaints.
- Maintain and update accurate records and files.
- Perform basic arithmetic calculations accurately.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

Proficiency in:

- Water supply sources and connections
- Plant and distribution system elevations and capacities
- Distribution system zones, piping and pressures
- Maintenance and repair of distribution system components
- Water quality functions
- SCADA monitoring and analysis

- Safety practices and procedures
- Reports and record keeping
- All areas listed for Distribution Operator I through III
- Providing training for Distribution Operator positions
- Shut downs of aqueduct lines and distribution lines.

Experience and Training Guidelines

Experience: Three (3) years of construction, maintenance, and repair experience, including experience in the maintenance and repair of water distribution systems.

Training: Equivalent to the completion of the twelfth grade, supplemented by specialized water works courses, including specialized training in the maintenance and repair of water distribution systems.

Licenses or Certificates:

Possession of valid Grade II Water Treatment Plant Operator's Certificate; and Grade IV Water Distribution Operator's Certificate issued by the California State Department of Health Services. Possession of valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions: Water distribution system environment; exposure to noise, dust, grease, smoke, fumes, gases, potentially hazardous chemicals; work with water.

Physical Conditions: Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting; operating motorized equipment.