CITY OF OCEANSIDE

REVISED: JANUARY 2016
JOB CODE: MAINT14
MAINT17
MAINT33
UNIT: OCEA

DISTRIBUTION OPERATOR I
DISTRIBUTION OPERATOR II
DISTRIBUTION OPERATOR III

*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 supervision, to perform a variety of work in connection with 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

Distribution Operator I – This is the entry-level class in the Distribution Operator series. This class is distinguished from the Distribution Operator II by the performance of the more routine tasks and duties assigned to positions in this series: and possession of a Grade I Water Treatment Plant Operator's Certificate and Grade I Water Distribution Operator's Certificate. Employees in this classification level have yet to obtain Grade II Water Treatment Plant Operator certification and Grade II Water Distribution Operator certification.

Distribution Operator II – This is a journey level class within the Distribution Operator series. Employees within this class are distinguished from the Distribution Operator I by the performance of the full range of duties as assigned and possession of a Grade II Water Treatment Plant Operator Certificate and a Grade II Water Distribution Operator Certificate. This level also assists in providing training to Distribution Operator I positions. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the (I) level, once proficiency is demonstrated and level II Water Treatment Plant Operator certification is obtained. However, advancement is not based on time in grade but solely at the discretion of the Department Director and the organizational needs of the department. When filled from the outside at this level, incumbents must have considerable prior experience.

Distribution Operator III – This is the full journey level class within the Distribution Operator series. Employees within this class are distinguished from the Distribution Operator II by the performance of the full range of duties as assigned and possession of a Grade II Water Treatment Plant Operator Certificate and a Grade III Water Distribution Operator Certificate. This level also assists in providing training to Distribution Operator I and II positions. Employees

at this level receive minimal instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the (II) level, once proficiency is demonstrated and level III Water Distribution Operator certification is obtained. However, advancement is not based on time in grade but solely at the discretion of the Department Director and the organizational needs of the department. When filled from the outside at this level, incumbents must have considerable prior experience.

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.*

Perform 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; performs related duties and responsibilities as required.

MINIMUM QUALIFICATIONS

DISTRIBUTION OPERATOR I

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.

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.

Experience and Training

Experience: One (1) year of general construction, maintenance, and repair experience.

Training: Equivalent to the completion of the twelfth grade supplemented by specialized water works courses.

Licenses/Certificates: Possession of valid California Driver's License. Possession of a valid TI Water Treatment Plant Operator Certificate and DI Water Distribution Operator Certificate issued by the California Water Resources Control Board.

As a condition of continued employment, the incumbent must obtain a TII level certification as a Water Treatment Plant Operator within eighteen (18) months of hired date.

> **Internal candidates:** Failing to obtain the TII level certification as a Water Treatment Plant Operator within eighteen (18) months of hired date will be reverted to their previous classification.
>
> **External candidates:** Failing to obtain the TII level certification as a Water Treatment Plant Operator within eighteen (18) months of hired date will be terminated.

DISTRIBUTION OPERATOR II

Knowledge of:
- 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:
- Perform the full range of routine maintenance and emergency repair duties involving the City's existing water system infrastructure.
- Collect water samples from the distribution system.
- Prepare clear and concise reports.
- Work independently and efficiently to carry out assignments.
- Lead the work of others in water system repair and maintenance duties.

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
- #4 aqueduct shut down and start up under various scenarios

Experience and Training

Experience: Two (2) years of experience performing duties at a level comparable to a Distribution Operator I in the City of Oceanside.

Training: Equivalent to the completion of the twelfth grade, supplemented by specialized water works courses.

Licenses/Certificates: Possession of valid California Driver's License. Possession of a valid TII Water Treatment Plant Operator Certificate and a DII Water Distribution Operator Certificate issued by the California Water Resources Control Board.

DISTRIBUTION OPERATOR III

Experience: Three (3) years of experience performing duties at a level comparable to a Distribution Operator II in the City of Oceanside.

Training: Equivalent to the completion of the twelfth grade, supplemented by specialized water works courses.

Licenses/Certificates: Possession of valid California Driver's License. Possession of a valid TII Water Treatment Plant Operator's Certificate and a DIII Water Distribution Operator's Certificate issued by the California Water Resources Control Board.

Proficiency in:
- All areas listed for Distribution Operator II
- Providing training for Distribution Operator I positions
- Shut downs of aqueduct lines and distribution lines

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.