

## WATER DISTRIBUTION OPERATOR IN TRAINING

*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 direct supervision, to learn to perform a variety of semi-skilled and technical work in maintaining and monitoring the water quality of the City's water distribution system and cross connection control program.

### **CLASS CHARACTERISTICS**

This is the entry-level trainee classification for the water distribution operator series, designed to provide the training and experience required for advancement. Incumbents working under close and continuous direction of an experienced, licensed operator are assigned the more routine, simple, and operational tasks and are expected to progressively accumulate working knowledge of the principles and practices utilized in the maintenance and monitoring of a water distribution and cross connection control program. This classification is distinguished from the Distribution Operator I in that the higher level Operator I must possess a Grade I Water Distribution Operator's Certificate and working knowledge of the more routine tasks and duties assigned to positions in this series.

**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.*

Assists operators in maintaining and monitoring the City's water distribution system and cross connection control program; performs routine maintenance and emergency repairs to existing City water infrastructure; Inspects, maintains and repairs 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; monitors water quality, water pressure, regulator levels, pump stations, and chemical and temperature levels; assists in testing and repair of City owned water control valves and meters; operates a variety of equipment; maintains water quality, inventory, and backflow databases, records, files and reports; responds to requests from the general public; performs related duties and responsibilities as required.

### **MINIMUM QUALIFICATIONS**

#### Knowledge of:

- Principles of water distribution systems.
- General methods, practices, and equipment used in construction, maintenance and repair work.
- Basic plumbing and piping systems.
- Safe work practices and techniques.
- Occupational hazards and standard safety procedures.
- Basic arithmetic.
- Written and computerized recordkeeping.

#### Ability to:

- Learn to test and repair City owned water control valves and meters.

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- Learn to monitor and maintain water distribution computer operating systems and water system infrastructure.  
Learn the methods and techniques of water quality sampling and analysis.
- Operate mechanized equipment.
- Operate office equipment including computers.
- Deal tactfully with the public and others in providing information, answering questions and providing customer service.
- Work shifts, weekends and holidays as assigned.
- Read, understand and follow posted work rules and procedures; follow oral and written directions; accept constructive criticism from supervisors.
- Maintain both manual and automated logs, records, reports and charts.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships.

**Experience and Training Guidelines**

**Experience:**

One year of work experience in any field demonstrating responsibility and ability to learn and acquire new skills.

**Training:**

Equivalent to the completion of the twelfth grade or GED equivalent.

**License or Certificate:**

- A current, valid, California driver's license.
- Possession of a Water Distribution Operator I Certificate issued by the California Department of Health Services within eighteen (18) months of appointment.

**Internal candidates:** In cases wherein an internal candidate is appointed: Failure to obtain the Water Distribution Operator I Certificate issued by the California Department of Health Services prior to the end of the eighteen (18) months from the date of appointment will result in employee reverting to their previous classification.

**External candidates:** In cases wherein an external candidate is appointed: Failure to obtain the Water Distribution Operator I Certificate issued by the California Department of Health Services prior to the end of the eighteen (18) months from the date of appointment will be terminated without right of appeal.

**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 standing, walking or sitting for prolonged periods of time; heavy, moderate or light lifting; operating motorized equipment and vehicles.