

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Chief Distribution Operator

DEFINITION

Under direction organizes, assigns and reviews the work of assigned personnel engaged in skilled tasks associated with the maintenance and operation of the District's water distribution system; performs duties requiring specialized knowledge including the maintenance and operation of storage, flow and pressure control systems; and provides administrative support to assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the Chief Operator level in the Distribution Operator series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and perform the most difficult and complex duties associated with the maintenance and operations of the water distribution system. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Water Operations and Maintenance Supervisor. Exercises technical and functional supervision over assigned technical personnel.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to the class and are not intended to be an inclusive list.*

Plans, prioritizes, and reviews the work of staff assigned to a variety of maintenance, repair, operation and construction tasks related to the District's water distribution system.

Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participates in evaluating the activities of staff, recommending improvements and modifications.

Provides and coordinates staff training; works with employees to correct deficiencies.

Oversees the flushing, cleaning and disinfection of existing water mains; drains, cleans, disinfects, and maintains distribution reservoirs.

Maintains and/or adjusts system flow and pressure requirements; controls flows to meet consumer demands including fire flow demands and minimum pressure requirements; operates pumps and related flow and pressure control and storage facilities manually or by using SCADA.

CLASS TITLE: Chief Distribution Operator

Determines and controls proper disinfection and distribution residual maintenance.

Performs pressure and flow tests throughout distribution system; assists construction crews in the maintenance and repair of the distribution system; performs shut downs.

Applies proper safety procedures for “lock-out/tag-out,” confined space entry, fall protection and other safety related programs and policies.

Receives and responds to customer complaints and questions; investigates and identifies water quality issues and leaks.

Maintains a variety of operational, maintenance and water quality logs for District use and submittal to the State of California utilizing the District’s GIS and CMMS systems

Monitors developer projects to ensure District’s water quality is not impacted; coordinates with developers on the inspection, disinfection, testing and connection of new water mains.

Inspects, troubleshoots, repairs or arranges for the repair of pump stations and related equipment.

Monitors and adjusts distribution facilities with the District’s SCADA system.

Performs the most difficult work related to the maintenance, repair and operation of the District’s distribution system.

Performs administrative support functions for assigned department and/or division which includes providing technical and administrative support in the preparation of correspondence, reports and other documentation in support of the day-to-day administrative functions.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform standby shifts and after hours emergency response.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of technical and functional supervision and training. Water quality testing procedures. Water system functions and operations. Drinking water regulations and standards. Water treatment and distribution practices and procedures. Proper handling of hazardous materials. Water quality troubleshooting practices. Safety procedures and policies. The operation, repair and maintenance of pressure and flow control systems.

Skill/Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff. Perform the

CLASS TITLE: Chief Distribution Operator

most complex duties related to the maintenance, repair and operation of a distribution system. Adjust and tune pressure reducing stations. Ability to work standby and effectively manager required response work. Respond to the most difficult customer issues. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand operational activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance and operation activities; bend and twist to adjust equipment; kneel and squat to review work; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Distribution Operator III with the El Dorado Irrigation District.

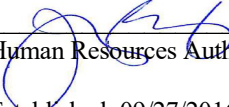
Education:

Equivalent to completion of the twelfth grade. Education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Grade 5 Certificate.

License and Certificate:

Possession of, or ability to obtain, a valid California driver’s license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Possession of a valid Water Distribution Operators Grade 5 Certificate issued by the State Water Resources Control Board. Employees in this classification whose job duties require internet connectivity or the use of a District laptop and air card while on standby must provide and utilize, at their sole expense, a functionally reliable personal internet connection or District provided reliable air card with a District-provided laptop to facilitate District stand-by business.

 _____ Human Resources Authority	<u>02/26/2022</u> Date
Established: 09/27/2016 Revised: 02/26/2022 FLSA: Non-Exempt Unit: Safety	