

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: Distribution Operator – Grade I - III**

**DEFINITION**

Under supervision performs a wide variety of semi-skilled and skilled tasks associated with the operation, maintenance and construction of the District’s water distribution system; collects water samples; monitors water quality parameters in drinking water; and maintains a wide variety of State documents and records.

**DISTINGUISHING CHARACTERISTICS**

Distribution Operator – Grade I - This is the first certified level in the Distribution Operator series. Positions in this class typically have limited work experience and work under immediate supervision while learning job tasks. The Distribution Operator - Grade I class is distinguished from the Grade II level by performance of basic tasks and duties assigned to positions within the series that do not require possession of a Water Distribution Operators Grade 2 certificate.

Distribution Operator – Grade II - This is the second certified level in the Distribution Operator series. It is distinguished from the Distribution Operator – Grade I by performance of more complex tasks and duties than those assigned to the Grade I level, as well as by duties allowed by a Water Distribution Operators Grade 2 certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Grade I level.

Distribution Operator – Grade III - This is the third certified level in the Distribution Operator series. It is distinguished from the Distribution Operator – Grade II by the ability to perform the full range of duties assigned including those that require a Water Distribution Operators Grade 3 certificate. Positions in this class are flexibly staffed and are normally filled by advancement from the Grade II level.

This class is distinguished from the Chief Distribution Operator in that the latter is the advanced journey level and performs specialized duties associated with water system transmission facilities.

**SUPERVISION RECEIVED AND EXERCISED**

Distribution Operator – Grade I

Receives immediate supervision from the Water Operations and Maintenance Supervisor; may receive technical and functional supervision from a Senior Distribution Operator.

Distribution Operator - Grade II

Receives general supervision from the Water Operations and Maintenance Supervisor; may receive technical and functional supervision from a Senior Distribution Operator.

Distribution Operator – Grade III

## **CLASS TITLE: Distribution Operator – Grade I - III**

Receives direction from the Water Operations and Maintenance Supervisor; may receive technical and functional supervision from a Senior Distribution Operator.

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

Shuts down, repairs, disinfects and tests broken water mains, lines and laterals; performs Underground Service Alert location and marking; collects and analyzes water samples and monitors water quality parameters levels in drinking water.

Performs security inspections of District treated water reservoirs and storage facilities; reports breaches and vandalism.

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

Receives and responds to customer complaints and questions; investigates water quality and water pressure problems in the distribution system; investigates water waste issues and violations.

Maintains a variety of operational, maintenance and water quality logs for department use and submittal to the State of California.

Oversees the flushing, cleaning and pigging 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.

Maintains, inspects and exercises water system valves and hydrants, blow-offs and air/vacuum relief valves.

Performs a variety of inspections; collects data pertaining to the operation of the District’s distribution system and related equipment.

Performs pressure and flow tests throughout distribution system; performs light plumbing tasks.

Determines and controls proper disinfection and distribution residual maintenance.

Generates work orders; develops and revises standard operating procedures for distribution facilities; updates and maintains system maps.

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.

## **CLASS TITLE: Distribution Operator – Grade I - III**

Calibrates and maintains a variety of diagnostic instruments.

Assists with projects and activities related to the treatment plants and assists with special projects as requested.

Positions at the Grade III level may be required to provide training and assistance to lower certified personnel.

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

Performs related duties as assigned.

### **QUALIFICATIONS**

#### Distribution Operator – Grade I

##### Knowledge of:

Use and purposes of general construction tools and equipment. Principles of water quality. General construction procedures. Safe work practices. Principles of customer service.

##### Skill/Ability to:

Learn to perform semi-skilled and skilled tasks associated with water distribution system operations and maintenance. Learn to maintain accurate records and logs. Read and understand maps. Use a computer for data entry and retrieval. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. Ability to maintain reliable attendance is a condition of employment, subject to applicable medical and disability leave laws. 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 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:

No experience is required; some general maintenance and/or construction experience is preferred.

##### Education:

Education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Grade 1 Certificate.

## **CLASS TITLE: Distribution Operator – Grade I - III**

### **SPECIAL QUALIFICATIONS**

#### 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 1 Certificate issued by the State of California Department of Public Health within 6 months of appointment.

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.

#### Distribution Operator - Grade II

In addition to the qualifications for the Distribution Operator – Grade I:

#### Knowledge of:

Drinking water standards and regulations. Water system functions and operations. Pump and hydraulic control valve operation and maintenance. Water treatment and distribution practices and procedures. Proper handling of hazardous materials. Water quality troubleshooting practices. Water quality testing procedures.

#### Skill/Ability to:

Independently perform semi-skilled and skilled tasks associated with water distribution system operation and maintenance. Independently maintain accurate records and logs.

#### Experience and 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 experience similar to Distribution Operator – Grade I with the El Dorado Irrigation District.

#### Education:

Education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Grade 2 Certificate.

### **SPECIAL QUALIFICATIONS**

#### License and Certificate:

Possession of a valid Water Distribution Operators Grade 2 Certificate issued by the State of California Department of Public Health.

**CLASS TITLE: Distribution Operator – Grade I - III**

Distribution Operator - Grade III

In addition to the qualifications for the Distribution Operator - Grade I-II:

Knowledge of:

Emergency response procedures. Advanced water distribution practices. Advanced knowledge of drinking water standards and regulations. Working knowledge of water systems including mechanical, electrical and instrumentation components of the systems.

Skill/Ability to:

Independently troubleshoot water quality and system operational issues. Handle the more complex customer complaints. Make effective field decisions based on current policies and past practices. Provide training to lower certified personnel.

Experience and 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 experience similar to Distribution Operator - Grade II with the El Dorado Irrigation District.

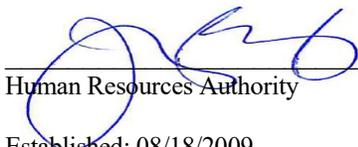
Education:

Education as required by the State of California Department of Public Health to obtain and retain a Water Distribution Operators Grade 3 Certificate.

**SPECIAL QUALIFICATIONS**

License and Certificate:

Possession of a valid Water Distribution Operators Grade 3 Certificate issued by the State of California Department of Public Health.

 _____ Human Resources Authority	<u>02/26/2022</u> Date
Established: 08/18/2009 Revised: 04/15/2017, 02/26/2022 FLSA: Non-Exempt Unit: Safety	