

**City of Grass Valley
JOB DESCRIPTION**



Water Distribution Operator

Department: Public Works Department

FLSA Status: Non-Exempt

Reports To: PW Management/ Lead Water Distribution Operator

Unit: 4 /Classified FT Position

Adopted: December 29, 2008

SUMMARY OF JOB PURPOSE

The Water Distribution Operator is a journey-level position. Under general supervision incumbents in this classification are expected to operate and maintain the City owned and operated water distribution system, associated storage facilities, and other related work as required.

Subject to the disciplinary process management reserves the right to terminate an incumbent in the Water Distribution Operator classification for lack of obtaining and maintaining the required certifications and or licensure.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Lead Water Distribution Operator and/or Public Works Director appointed designee (i.e. Public Works Assistant Director of Operations). The Treatment Plant Operators do not have supervisory responsibilities but may provide lead direction as required or assigned.

ESSENTIAL FUNCTIONS (include but not limited to listed tasks)

1. Performs construction, maintenance and repair of water mains, laterals, service meters and fire hydrants, valves, pumps and other infrastructure associated with a water distribution system;
2. Investigates and resolves water system related problems;
3. Reads and interprets water system maps and charts;
4. Operates specialized tools and equipment used in the maintenance and repair of water systems;
5. Reads meters on a scheduled basis;
6. Assists with the City's snow removal operations in conjunction with protection of all City facilities;
7. Serve as a City liaison to the City's water system customers and all Grass Valley constituents in keeping with the City's Customer Service Policy;
8. Participates in the rotation of the Mandatory Standby Program;
9. Takes chlorine residual and bacteriological samples;
10. Turns water service on and off, reports and distributes information on service disruptions;
11. May enter and work in a confined space;
12. Demonstrates the ability and willingness to work in a team environment in the course of daily activities;

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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13. Adequately performs trench and street restoration activities as needed;
 14. Performs related duties and responsibilities as required.

Knowledge of:

1. American Water Works Association (AWWA), California Department of Public Health and City Standards;
2. Department organization policies and directives;
3. Safe working procedures;
4. Proper operation of a wide variety of power and hand tools;
5. Pertinent Federal, State and local laws, codes and regulations.

Skills in:

1. Inspecting assigned areas for a wide variety of maintenance, repair and risk management issues;
2. Applying laws, regulations, codes and departmental policies governing the water distribution and storage;
3. Recognizing, prioritizing and accomplishing needed tasks;
4. Maintaining accurate logs, records and basic written records of work performed;
5. Using and operating hand tools, mechanical equipment, power tools, and equipment required for the work in accordance with safety standards;
6. Understanding and following oral and written instructions;
7. Using English effectively to communicate in person, over the telephone and in writing;
8. Establishing and maintaining effective working relationships with those contacted in the course of work.

Ability to:

1. Comply with OSHA and City safety rules and policies;
2. Perform heavy manual labor;
3. Serve as a key customer service representative when interfacing with the public and/or others;
4. Perform all work activities in a safe manner;
5. Learn to operate Public Works Department equipment;
6. Perform janitorial and heavy maintenance work;
7. Climb stairs and ladders;
8. Demonstrate a willingness and ability to work as a team member;
9. Drive and operate standard and automatic drive motor vehicles, operate power generator and other related power and hand tools necessary to perform job functions;
10. Follow oral and written instructions;
11. Communicate clearly, concisely and effectively, both orally and in writing;
12. Maintain cooperative working relations with the general public and employees;
13. Develop and maintain positive public relations with emphasis on customer service;

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14. Carry out the mission of the City and the department and adhere to the City's and department's organizational values;
 15. Ability to work out of doors in all weather conditions and near traffic with varying noise levels.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE

Any combination of education and experience that would demonstrate the knowledge, skills and abilities as outlined above is qualifying. A typical way to obtain the knowledge and skills is:

1. High School Diploma or General Education Degree (GED) and a minimum of twelve (12) months of water distribution system maintenance; OR an equivalent combination of education and experience that would provide the necessary knowledge, skills, and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Must have a valid Class C California Drivers License with an acceptable driving record.
2. Incumbents are required to have and maintain a Grade II certification as a Distribution Operator issued by the California Department of Health Services.
3. Subject to the disciplinary process, management reserves the right to terminate an incumbent in the Water Distribution Operator classification for lack of obtaining and maintaining the required certifications and/or licenses.

LANGUAGE SKILLS

Ability to read, write and communicate in English at a level required for successful job performance.

MATHEMATICAL SKILLS

Ability to use and understand basic mathematical concepts such as: adding, subtracting, multiplying, dividing, simple fractions and percentages.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, orally or in diagram form; analyze and resolve problems involving circumstances and or events using standardized methods or procedures.

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PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job the employee is regularly required to stand, walk, sit, drive, use hands and fingers, handle or feel, reach with hands and arms, grasp, hold, and manipulate tools and talk and hear. The employee is routinely required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 50 pounds alone, and up to 100 pounds with assistance. Specific vision ability required by this job includes close vision, color vision, peripheral vision, depth perception and ability to adjust focus with or without ocular aids. The employee must be able to work in variable temperatures and weather conditions. Have the ability and willingness to work around and tolerate unpleasant odors and objectionable substances common to the field.

WORKING ENVIRONMENT

While performing the duties of this job the employee is regularly exposed to outside conditions, wet and/or humid conditions, rain, snow and heat; moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to risk of electrical shock and vibration; and the noise level in the work environment is usually loud.

GENERAL

The city reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

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