

WATER DISTRIBUTION OPERATOR IN TRAINING

GENERAL:

Under the direction of the Deputy Director of Public Works and the direct supervision of the Lead Water Distribution Operator, perform and learn to perform a wide variety of semi-skilled tasks, skilled tasks and heavy manual labor related to the maintenance of City owned and operated water distribution and storage facilities.

This is the trainee level class in the Water Distribution Operator series. The assigned duties fit a pattern which has been established consistent with the progression through the Water Distribution Operator levels. Defined on-the-job training combined with correspondence and classroom coursework will provide the knowledge needed to obtain the D2 license and become Water Distribution Operator.

The successful trainee will be promoted to the Water Distribution Operator level after a minimum of 6 months and a maximum of 18 months in training. The training objective is to have the employee obtain a D2 Distribution Operators license from the California Department of Health Services and to have a working knowledge of the physical and procedural components of the City's Water Distribution System.

SUPERVISION RECEIVED AND EXERCISED:

Immediate supervision is provided by a Lead Water Distribution Operator, Water Distribution Operator or the appropriate supervisory or management representative. These personnel will be responsible for ensuring that the training regimen is followed and that the training objectives are met.

REPRESENTATIVE ESSENTIAL DUTIES:

The job of Water Distribution Operator In Training involves a multi-faceted training in the operation and maintenance of the City's Water Distribution System. This includes a variety of assigned tasks where the general public will register complaints and concerns. It is necessary that all employees become efficient at public relations and be able to take information and pass it in to their supervisor for review. Work other than normal hours when emergencies or callout situations occur.

Learn to adequately perform the following duties:

- Construction, maintenance and repair of water mains, laterals, service meters and fire hydrants.
- Use heavy equipment in the performance of maintenance and construction activities.

- Properly install, repair and finish concrete and asphalt surfaces.
- Investigates and resolves water system related problems.
- Reads and interprets water system maps and charts.
- Operates specialized tools and equipment used in the maintenance and repair of water systems.
- Reads meters on a scheduled basis.
- Assists with the City's snow removal operations and emergency operations in conjunction with protection of all City facilities.
- Politely and respectfully serves as a City liaison to the City's water system customers and all Grass Valley constituents.
- Participates in the rotation of the Mandatory Standby Program.
- Takes chlorine residual and bacteriological samples.
- Turns water service on and off, reports and distributes information on service disruptions.
- Performs related duties and responsibilities as required.

KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

Ability to Learn and demonstrate knowledge of:

- Principles, practices and procedures in a wide variety of the described activities.
- Safe working procedures.
- Construction tools and equipment.
- Vehicle inspection procedures.
- Industry standards and practices as prescribed by the American Water Works Association, California Department of Health Services and City Construction Specifications.
- Department organization policies and directives.
- To serve as a key customer service representative when interfacing with the public and/or others.

Ability to:

- Establish and maintain cooperative and effective working relations with others in the course of duty.
- Comply with OSHA and City safety rules and policies.
- Perform heavy manual labor.

Skills and Qualifications:

- Aptitude and or experience in plumbing, piping, hydraulic systems, pumps, earth work and construction or other related vocations or fields.
- Reading, comprehension and mathematical skills at or above the 12th grade level.

PHYSICAL REQUIREMENTS:

- Must be able to stand for extended periods of time during flagging operations for traffic control through construction zones.
- Must be able to endure extremely cold and wet conditions during maintenance of the City's water system during winter months.
- Must be able to walk for extended periods from a City vehicle to multiple locations in order to perform duties or while reading meters.
- May be required to sit for extended periods of time while plowing snow or operating other equipment.
- Must be able to stoop, bend as to pick up debris or tools around a work site, or working in utility trenches.
- Must be able to maintain equilibrium on such things as ceiling beams, rocks, exposed pipelines, etc.
- Must have sufficient strength to climb ladders and stairs.
- Must be able to crouch, crawl and stand on tip toes for extended periods.
- Must be able to communicate with others in person and on a 2-way radio.
- Must be able to work in confined spaces such as vaults, attics, etc.
- Must learn how to use and implement use of a personal computer in the daily maintenance operations.

EDUCATION, LICENSES AND EXPERIENCE:

- High school graduate or equivalent.
- A valid California class "C" drivers license is required.
- Desirable – Coursework in mechanical and industrial arts and sciences.
- Desirable – Coursework specific to the Water Distribution or Treatment industry or related fields.
- Desirable – Certifications in a related field.

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 contract of employment.

THE POSITION IS INCLUDED WITHIN THE CLASSIFIED SERVICE OF THE CITY OF GRASS VALLEY.

AN EQUAL OPPORTUNITY EMPLOYER