



## DISTRIBUTION SYSTEM OPERATOR

### CLASSIFICATION SPECIFICATION

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**FLSA STATUS:** Non-Exempt

**BARGAINING UNIT:** General

#### **JOB SUMMARY**

Under supervision, is a member of the General Unit assigned to the Transmission and Distribution Department of the Paradise Irrigation District. This position plans, oversees, coordinates and participates in the transmission and distribution system preventive maintenance program.

#### **DISTINGUISHING CHARACTERISTICS**

The Distribution System Operator is a discrete journey-advanced level classification responsible for water distribution activities. The Distribution System Operator classification is distinguished from the Water Treatment Plant Operator classification series in that the Distribution System Operators focus on water distribution activities while the Treatment Plant Operators focus on water treatment activities.

#### **WORK SCHEDULE**

Irregular or extended work hours: Occasionally required to change working hours or work overtime.

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES (ILLUSTRATIVE ONLY)**

**Duties may include, but are not limited to, the following:**

- Inspects and maintains proper operation and condition of all distribution system storage tanks.
- Operates, inspects, repairs and maintains natural gas and electric booster pump stations in coordination with Treatment Plant operations staff.
- Monitors and maintains records for NPDES distribution system potable water discharges and related activities.
- Inspects and maintains transmission and distribution system flow meters and is responsible for all related recordkeeping.
- In coordination with treatment plant operations staff, operates and maintains district owned ground water well(s) and is responsible for related recordkeeping.
- Coordinates, oversees and participates in routine distribution system valve exercising program.
- Coordinates, oversees and participates in routine and other scheduled or unscheduled maintenance, repair and exercising of distribution system appurtenances such as but not limited to automatic air

vacuum release valves, manual air release valves, system flow control valves, pressure reducing valves and stations, tank altitude valves, and pressure relief valves.

- Responsible for handling customer service issues related to pressure and flow including appropriate recordkeeping.
- From time to time or as needed may assist the Water Quality Technician in the collection of water samples, cathodic protection activities and reports for production data.
- Coordinate and participate in the collection of data for system mapping and GIS.
- Coordinate and participate in ongoing distribution system flushing activities and perform related recordkeeping.
- Will coordinate and participate in ongoing distribution system leak detection and perform related recordkeeping.
- Incumbent may participate in the district standby duty rotation while serving as the Distribution System Operator.
- Cleans and maintains buildings and grounds at the reservoir sites, distribution system pump station(s), well sites and pressure reducing valve stations.
- Coordinate, oversee and inspect contractor work performed on district distribution facilities such as tanks, PRV's and pump stations.
- Performs related duties and assignments as directed.

**Knowledge of:**

- Broad overall District operations including water delivery and distribution system.
- Applicable District policies, regulations, and standard operating procedures used in the installation, operation, and maintenance of water treatment, storage, and/or distribution systems and/or facilities.
- Concepts, principles, theories, and methods to identify, control, mitigate, and eliminate safety hazards in the design and use of facilities, equipment, operations, and work processes.
- Materials, methods, and the appropriate tools to install, maintain, test quality, and/or repair pipelines, pipe systems, and fixtures for water treatment, storage, and distribution.
- Applicable machines and tools, including their designs, installation, operation, repair, and maintenance.
- Materials, methods, and the tools to construct and maintain a water distribution system and water treatment facility.
- Motor vehicles, including cars, trucks, and/or heavy equipment engines, parts, and systems, including their designs, uses, repair, and maintenance.

**Ability to:**

- Hold self and others accountable for measurable high-quality, timely, and cost-effective results.
- Determine objectives, set priorities, and delegate work; accept responsibility for mistakes; comply with established control systems and rules.
- Perform research, analyze, and evaluate information to evaluate alternatives, make recommendations.

- Work with clients, customers, external stakeholders, and public to assess their needs, provide information or assistance, establish and maintain relationships, resolve their problems, or satisfy their expectations; understand and apply District practices, policies, and services; provide quality services.
- Express information to individuals or groups effectively, considering the audience and nature of the information; make clear and convincing oral presentations; listen to others, attending to nonverbal cues and responding appropriately.
- Prepare written communications, reports, and presentations in a clear, concise, organized, and convincing manner for the intended audience.
- Use applicable computers, software applications, databases, telephones, other office equipment, and automated systems to accomplish work
- Maintain regular and predictable attendance.

### **Desired Qualifications**

#### **Education and Experience:**

Any combination of education, 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:

#### **Education:**

Associate Degree or higher, relevant to water technology earned at an accredited institution.

#### **Experience:**

Minimum two (2) years' experience as a Utility Worker I with the Paradise Irrigation District or similar position with a similar organization.

#### **Required License, Certificate or Training:**

- Possession of an appropriate Class C California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least a two (2) year duration. The driving record will not contribute to an increase in the District's automobile rates.
- Must possess California Water Distribution Operator certification Grade 1 or higher.
- Must obtain California Water Distribution Operator certification Grade 2 within 18 months of employment in this position.

### **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.

- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temperature: Considerable work time in hard manual labor in temperatures between 80-105 degrees.
- Low temperature: Some work time in hard manual labor in temperatures between 10-32 degrees.
- Humidity: Work in areas with unusually high humidity.
- Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
- Noise: Occasional unusually loud sounds.
- Slippery Surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Confined Space: Occasional work in confined space.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- Regularly required to use hands and fingers to handle or feel.
- Frequently required to operate a motor vehicle in performance of job duties.
- Frequently required to talk, hear, and to sit and reach with hands and arms.
- Occasionally works in confined spaces.
- Frequently required to stand, walk, climb, traverse uneven surfaces, balance, stoop, kneel, crouch, or crawl.
- Frequently required to carry, push, pull, reach, grasp and lift equipment parts and material weighing up to 50 lbs. daily up to 100 lbs. weekly.
- Hearing within normal range.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Uses respiratory protection equipment, which being clean shaven at time of use.

## **HISTORY:**

- Revision date: March 2019, September 2023
- Approval/Adoption date: December 18, 2024