

DISTRIBUTION SYSTEM OPERATOR**➤ Definition**

- The Distribution System Operator is a member of the General Unit assigned to the Transmission and Distribution Department of the Paradise Irrigation District. This is a highly skilled, self-directed position and functions under the general supervision of the Field Superintendent. This position plans, oversees, coordinates and participates in the transmission and distribution system preventive maintenance program.

➤ Example of Duties Include but are not limited to the following;

- Inspects and maintains proper operation and condition of all distribution system storage reservoirs.
- 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.

- Monitors and inspects the work of contractor and developer installed water systems.
 - 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.
- **Typical Physical Activities** Include but are not limited to the following;
- Frequently communicates through written, oral or other methods in various settings with staff, customers, contractors, vendors and regulators.
 - Regularly uses telephones, computers, tablets and other technology for communication.
 - Operates district vehicles and equipment during assigned working hours and as may be needed for emergency response.
 - Works in environments that present exposure to dust, dirt, mud, water and significant changes in weather conditions.
 - Sits and stands for extended periods of time.
- **Typical Physical Requirements** Include but are not limited to the following;
- Must be able to carry, push, pull, reach and lift equipment, parts and materials of varying weights with or without assistance in accordance with safe work practices.
 - During the course of daily work activities must be able to walk, stoop, kneel, crouch, crawl and climb in accordance with safe work practices.
 - Hearing and vision must be with in normal range with or without correction.

Employment Standards

- **Expected Range of Knowledge** Includes but is not limited to the following;
- This is a primarily self-directed position with an expected range of knowledge and experience at time of hire.
 - Public water transmission and distribution systems.
 - Private water systems.
 - Basic hydraulics, mechanics, plumbing and electrical.
 - Operation of recording devices and testing equipment used in data collection and maintenance of water distribution systems.
 - Basic knowledge of cross connection control and backflow prevention.
 - District Pipeline Installation Procedures and Specifications
 - District Improvement Standards for Water Systems
 - District Consumer Confidence Report
 - District system mapping
 - Laws and regulations governing water systems operation including water quality and system maintenance.

- **Required Abilities** Includes but is not limited to the following;
 - Analyze problems within the transmission and distribution system, including storage facilities, and take appropriate and effective course of action in resolving the problem.
 - Prepare, organize and maintain operating reports, plans, manuals and records.
 - Effectively use MS Office programs in creating reports, spreadsheets, memos, graphs, charts and presentations.
 - Operate equipment such as mud pumps, vacuum excavators, cranes, dump trucks, backhoes, skid steer, etc.
 - Maintain cooperative working relationship with peers, supervisors, customers and vendors.

- **Desirable Qualifications**
 - Possess California Water Distribution Operator certification Grade 2 or higher.
 - Possess California Water Treatment Operator certification Grade 1 or higher.
 - Continued education course work in water distribution, water treatment or related subjects approved by the SWRCB for contact hours.
 - Associate Degree or higher, relevant to water technology earned at an accredited institution.

- **Requirements of Position**
 - 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.
 - Minimum two years experience as a Utility I Worker with the Paradise Irrigation District or similar position with a similar organization.
 - ⊖ Must possess a valid California State Class A driver license.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job. If the applicant does not meet the required aspects of this position the applicant will not be considered for this position.