

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
SENIOR DISTRIBUTION OPERATOR**

DEFINITION

Under general supervision, provides lead direction and work instruction to assigned crew/s, troubleshoots and prioritizes maintenance and repair work; performs the full range of work in support of District distribution facilities installation, inspection, corrective and preventative maintenance and repair activities; ensures safety policies and procedures are adhered to; performs difficult and complex operations and maintenance functions for the District's water distribution system facilities; provides training and assistance to other Distribution operators; performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position skilled, journey-level classification with day-to-day responsibility for the operation and maintenance of the potable water distribution facilities and associated equipment. The work involves preventative and corrective maintenance program implementation and assistance with ensuring that the District meets all regulatory agency requirements. Acts as crew leader on a day to day basis and provides training and direction to other operations staff. This class is distinguished from the Distribution Supervisor in that the latter is the full supervisory level in the class series, with responsibility for the day-to-day maintenance and repair activities.

TYPICAL TASKS

Duties may include, but are not limited to:

- Installs service connections and repairs water leaks; coordinates installation site with contractors to ensure best site is chosen; marks USA locates to ensure safe installation;
- Informs customer(s) that water will be turned off and on; places barricades, side and cones around work site to protect the work crew and public; directs traffic at installation site.
- Reads and interprets water distribution system maps.
- Operates a variety of power tools and mobile equipment such as compressor, various saws, jackhammer, and whacker and valve exerciser.
- Installs water mains, pipes, meters, and hydrants; repairs leaks by installing new copper, repair couplings, full circle clamps, angle stops and pieces pipe as needed.
- Repairs and replaces concrete and asphalt surfaces; completes service/installation reports. When assigned, serves as a crew leader on a task or assignment, such as a water main/service installation, and performs the more difficult work such as backhoe operation.
- Oversees advanced metering infrastructure, including troubleshooting issues with meters and MTUs; interfacing with customers on high reads and other issues as needed.

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
SENIOR DISTRIBUTION OPERATOR**

- Performs weekend and holiday treatment plant and pump station monitoring, inspection and operating duties on a regular, rotational basis on weekends and holidays. Such duties include recording and interpreting data from flow meters; calculates dosages and meters chemicals to be injected into the process, insures chemical pumps and lines are working correctly, enter actions into plant log book.
- Performs a variety of repair and maintenance tasks; repairs and maintains meters and meter boxes, tanks and hydrants; maintains grounds
- Completes various routine inspection and monitoring tasks; inspects wells and storage tanks; takes water samples; finding and/or checking for proper backflow device installation.
- Completes or prepares service, meter and well reports.
- Performs preventive maintenance on the Distribution system and at pump stations, tanks, water treatment facilities and District headquarters; inspects, maintains and repairs a variety of stationary and mobile equipment; maintains effective work procedures and effectively resolves on-the-job problems as they occur; and maintains an adequate inventory of supplies and materials; arranges for repair or replacement of equipment that cannot be repaired by District staff.
- Records and interprets data from flow meters, pressure gauges, strip chart recorders, data loggers, SCADA screens and reports, prepares daily and periodic reports. Responds to alarms and calls relating to treatment plant and pump station operations.
- Oversees and participates in periodic maintenance and cleaning of tanks. pump station buildings and grounds.
- Responds to customer complaints and/or questions regarding water quality.
- Oversees chlorine boosting dosage after the water has left the treatment plants. Inspects the work of outside vendors and contractors, maintains parts inventory and the ordering of needed parts, equipment and chemicals.
- Provides guidance and training to Distribution Operators. Updates SOP's and Operation and Maintenance Manuals.
- Plans and oversees the work of other Distribution operators and acts as crew leader on a day to day basis; acts for the Distribution Supervisor on a relief basis.

EMPLOYMENT STANDARDS

Minimum Qualifications:

A combination of experience and education sufficient to obtain the required license(s) specified below.

Knowledge of:

- Principles, methods, materials, equipment, and tools used to operate, maintain, monitor and repair water distribution and water treatment infrastructure and related pump stations and equipment
- Laws and regulations related to the treatment and transmission of safe drinking water
- Safety practices required in water distribution/treatment operations
- Regulations related to confined space entry requirements

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
SENIOR DISTRIBUTION OPERATOR**

- Applicable laws, codes and regulations.
- Spreadsheet and word processing software and computer applications related to the work.
- Basic supervisory principles and practices, including training staff in work procedures.
- Techniques for providing a high level of customer service to the public, District staff , outside agencies and contractors in person and over the telephone.

Ability to:

- Exercise good judgment, keep calm and make appropriate decisions in response to emergency situations while under pressure.
- Read, understand, interpret and apply regulations related to water treatment standards.
- Read and understand maps, manuals and specifications
- Maintain distribution system and treatment plants in accordance with California State Water Resources Control Board, Division of Drinking Water (DDW) operating permit requirements.
- Ability to edit and update Operations and Maintenance manuals and to recommend changes..
- Collect water samples; perform laboratory analysis and mathematical calculations.
- Calculate dosages and meter chemicals to be injected.
- Maintain and repair a variety of stationary and mobile equipment, such as valve exerciser, whacker, saws, air compressors, chemical injectors, valves, metersgenerators, pumps, and motors.
- Operate a computer to input access and analyze data.
- Maintain accurate records and prepare reports and correspondence.
- Establish effective working relationships.
- Estimate materials and equipment needs.
- Lift items up to 50 pounds.
- Distinguish colors, such as color-coded wires or a chemical test.
- Hear and distinguish sounds, such as the voice of others in noisy environments or the sound of operating equipment.
- Perform tasks requiring strength, such as moving equipment and parts, climbing ladders, and moving motors.
- Perform tasks requiring manual dexterity, such as calibrating equipment, assembling tools and equipment.

Ability to identify various types of backflow devices. May act as the District's Cross Connection Specialist, when Superintendent is absent.

Required Licenses:

- Possession of a valid Grade 3 Water Distribution Certificate issued by the State of California Water Resources Control Board within 24 months.
- Possession of a valid Grade 2 Water Treatment Certificate issued by the State of California within 24 months.
- Possession of a valid Class C and B California driver's license, with air brake endorsement within 12 months of employment.

Special Working Conditions. Exposure to: variable temperature and weather conditions; confined work spaces, such as being lowered into and performing work in access holes; heights,

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
SENIOR DISTRIBUTION OPERATOR**

such as on ladders and storage tanks; high levels of noise; electrical hazards; dust; the possibility of experiencing burns, bodily injury and contact with toxic substances or chemical irritants; working alone in isolated areas. Availability to work irregular hours or work schedules, including weekends and holidays, as well as respond to twenty-four hour alarm or emergency calls. Participates in the on-call rotation.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Each incumbent does not necessarily perform all duties.

Former title – Senior Treatment/Distribution Operator