

**DIABLO WATER DISTRICT
WATER SYSTEM OPERATOR**

Diablo Water District is looking to fill a full time Water Distribution System position at either a Worker I or Worker II level depending on experience and qualifications as listed within the job descriptions below.

DIABLO WATER DISTRICT JOB DESCRIPTION FOR

WATER DISTRIBUTION SYSTEM WORKER I

Revised March 2018

Duties

Under general supervision or in the absence of a supervisor, performs unskilled and semi-skilled tasks required in the installation, repair, operation and maintenance of the District's facilities as required, including but not limited to the reading, cleaning, repairing, and replacement of water meters as well as customer service tasks.

Examples of duties include, but not limited to the following:

Locates leaks and breaks in water mains, services, and related facilities. Repairs such leaks or breaks or coordinates with contractors to make such repairs.

Operates and maintains various valves, pumps, and other mechanical equipment.

Cleans and maintains buildings and grounds.

Inspects, tests, repairs, installs, and/or changes water meters. Reads various types of meters and operates meter reading or data entry equipment to accomplish same. Turns on services to new customers or to customers paying delinquent bills. Places door hangers for delinquent accounts and collects overdue water bills or arranges for their payment. May be required to assign account numbers to new services and make up workbooks. May personally respond to customer complaints about high bills, leaks, or other difficulties. Performs pressure tests at water service locations. Relocates and replaces meter boxes and lids, digs out buried meters, and trims plants obstructing meters. Identifies services needing backflow prevention devices. Performs other tasks as may be required to assist the office staff.

Keeps written records of work performed. Makes accurate oral and written reports as required. Makes sketches of as-built installations made in the field.

Ability to determine which supplies, fittings, materials, and equipment are required for a specific task.

Makes soldered connections and installs many different types of industrial connections such as mechanical joints, flanged joints, solvent weld joints, flared joints, ring-tight joints, etc.; disinfects pipelines and water services as required.

Takes water samples from the District's distribution system and tests such samples when needed.

Operates and utilizes various air, electric, gasoline and hydraulic powered equipment, compressors, jackhammers, generators, pumps, pipe cutters, pipe threaders, saws, tools, etc. in the performance of assigned tasks.

Subject to being on call for seven days at a time in accordance with the District's regulations.

Subject to being called out during non-working hours to perform such duties for the District that may require immediate action.

Installs, maintains, repairs, and replaces backflow prevention devices, enclosures and other related appurtenances.

Makes repairs to asphalt and concrete streets, sidewalks, and driveways.

Locates and marks the District's facilities in response to Underground Service Alert notices. Flushes hydrants and mains as required.

Insures that public and employee safety hazards are minimized by assuring that traffic channeling devices, warning devices, and barricades are effectively placed and maintained. Responsible for the immediate availability of personal safety gear, operating condition of equipment, first aid and fire equipment, enforcement of safety rules on any work assignment, and reporting of any unsafe conditions which may exist.

Keeps hair, moustache, sideburns, and beard neat and well groomed without extreme or exaggerated styling so not to interfere with the use of emergency breathing equipment and to prevent entanglement in machinery.

Responds to customer complaints and requests for information regarding the District, and addresses customers in a courteous and responsive manner.

Operates radio-equipped vehicles and other equipment as required. Keeps District vehicles clean, fluid levels checked and maintained to proper levels, and reports any possible malfunctions.

Must be able to plan and organize programs, have the ability to recognize, analyze, correct, or change conditions which would be beneficial to the District's operations.

Water Distribution System Worker I

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Assists other employees as needed; Performs other related work as required.

Requirements

- Completion of twelfth grade or its equivalent.
- Ability to lift and carry 50 pounds repeatedly.
- Possess a valid Class C California Drivers License.
- Read, write, and speak English.
- Must obtain certification in water distribution within two (2) years of hire date.
- Continuation of education is required.

Ability To:

- Become certified in backflow prevention testing.
- Learn about well and water distribution systems and operate same.
- Perform physical work requiring manual dexterity, agility, and physical coordination in a variety of climatic and geographic conditions.
- Perform basic arithmetic.
- Perform all duties in a safe manner.
- Tactfully communicate with the public, get along with fellow employees, and carry out written and oral instructions.

Experience

Two years field experience in an occupation with relevant duties is desirable.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge that I have received and read my job description and understood and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name

Employee's Signature

Date

DIABLO WATER DISTRICT JOB DESCRIPTION FOR

WATER DISTRIBUTION SYSTEM WORKER II

Revised June 2018

Definition

Under general supervision or in the absence of a supervisor, performs skilled and semi-skilled tasks required in the installation, repair, operation and maintenance of the District's facilities as required, including but not limited to the reading, cleaning, repairing, and replacement of water meters as well as customer service tasks.

Responsibilities/Duties

Examples of responsibilities/duties include, but are not limited to the following:

- Takes part as needed in a more active role in regards to District wells and water works inspections.
- Locates leaks and breaks in water mains, services, and related facilities. Repairs such leaks or breaks or coordinates with contractors to make such repairs.
- Operates and maintains various valves, pumps, and other mechanical equipment.
- Cleans and maintains buildings and grounds.
- Inspects, tests, repairs, installs, and/or changes water meters. Reads various types of meters and operates meter reading or data entry equipment to accomplish same.
- Turns on services to new customers or to customers paying delinquent bills. Places door hangers for delinquent accounts and collects overdue water bills or arranges for their payment.
- May be required to assign account numbers to new services and make up workbooks. May personally respond to customer complaints about high bills, leaks, or other difficulties.
- Performs pressure tests at water service locations.
- Relocates and replaces meter boxes and lids, digs out buried meters, and trims plants obstructing meters.
- Identifies services needing backflow prevention devices.
- Performs other tasks as may be required to assist the office staff.

- Keeps written records of work performed. Makes accurate oral and written reports as required. Makes sketches of as-built installations made in the field.
- Ability to determine which supplies, fittings, materials, and equipment are required for a specific task.
- Makes soldered connections and installs many different types of industrial connections such as mechanical joints, flanged joints, solvent weld joints, flared joints, ring-tight joints, etc.; disinfects pipelines and water services as required.
- Takes water samples from the District's distribution system and tests such samples when needed.
- Operates and utilizes various air, electric, gasoline and hydraulic powered equipment, compressors, jackhammers, generators, pumps, pipe cutters, pipe threaders, saws, tools, etc. in the performance of assigned tasks.
- Subject to being on call for seven days at a time in accordance with the District's regulations.
- Subject to being called out during non-working hours to perform such duties for the District that may require immediate action.
- Installs, maintains, repairs, and replaces backflow prevention devices, enclosures and other related appurtenances.
- Makes repairs to asphalt and concrete streets, sidewalks, and driveways.
- Locates and marks the District's facilities in response to Underground Service Alert notices. Flushes hydrants and mains as required.
- Insures that public and employee safety hazards are minimized by assuring that traffic channeling devices, warning devices, and barricades are effectively placed and maintained.
- Responsible for the immediate availability of personal safety gear, operating condition of equipment, first aid and fire equipment, enforcement of safety rules on any work assignment, and reporting of any unsafe conditions which may exist.
- Keeps hair, moustache, sideburns, and beard neat and well-groomed without extreme or exaggerated styling so not to interfere with the use of emergency breathing equipment and to prevent entanglement in machinery.
- Responds to customer complaints and requests for information regarding the District, and addresses customers in a courteous and responsive manner.

- Operates radio-equipped vehicles and other equipment as required. Keeps District vehicles clean, fluid levels checked and maintained to proper levels, and reports any possible malfunctions.
- Must be able to plan and organize programs, have the ability to recognize, analyze, correct, or change conditions which would be beneficial to the District's operations.
- Assists other employees as needed; performs other related work as required with a cooperative attitude and manner.

MINIMUM QUALIFICATIONS

Education

- Possess a high school diploma, G.E.D. equivalency or high school proficiency certificate. Ability to lift and carry 50 pounds repeatedly.

Experience

- Two years field experience in an occupation with relevant duties.

Certifications

- Shall become certified by the State of California as a Distribution II and Treatment II Operator within 2 years of employment.

Knowledge, Skills and Abilities

- Perform physical work requiring manual dexterity, agility and physical coordination.
- Understand and carry out verbal and written instructions.
- Perform basic arithmetic.
- Utilize leadership capabilities and train others.
- Perform all duties in a safe manner.
- Able to get along with fellow employees.

Other Requirements

- Successful completion of drug and alcohol test before and during employment.
- Successful completion of medical examination before employment.
- Maintain a valid Class C California driver's license throughout employment.
- Comply with all District policies during term of employment.

EMPLOYEE ACKNOWLEDGEMENT AND ACCEPTANCE

I acknowledge that I have received and read my job description and understood and accept the responsibilities, qualifications, physical demands, and work environment this position requires.

Employee's Name

Employee's Signature

Date