



## Fair Oaks Water District Job Description

### Distribution System Operator II

DEPARTMENT: Operations and Maintenance  
FLSA STATUS: Non-Exempt  
DIRECTLY REPORTS TO: Operations Supervisor or Operations Superintendent  
DIRECTLY SUPERVISES: N/A  
JOB DESCRIPTION DATE: January 1, 2023  
ANNUAL SALARY RANGE: \$54,100.80 - \$73,028.80  
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

#### **General Statement of Job:**

Under general supervision of the Operations Supervisor or Operations Superintendent, performs a variety of tasks in maintenance and construction activities with the Fair Oaks Water District (FOWD); assists in the installation of water mains, meters and other related water distribution facilities; operates heavy equipment and hydraulic and pneumatic tools; assists in service work which may include concrete work, landscaping, painting, welding and any other related duties that may be required.

#### **Essential Functions:**

*The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Performs routine and specialized work in the installation, maintenance and repair of water distribution facilities and appurtenances.
2. Performs emergency repair work and shutdowns.
3. Responds to customer complaints such as water waste, low pressure and water quality.
4. Drives a truck or other light equipment, may operate a dump truck or heavy equipment such as backhoes and loaders; operates a jackhammer, shovels, tamps and rakes asphalt, digs and backfills ditches, operates other equipment, including excavation equipment devices and tools used in maintaining a water distribution system and facilities; may operate a forklift.
5. May operate a vehicle in excess of 26,001 GVWR with a Class A CA driver's license in adherence of the Department of Transportation (DOT) regulations.
6. May be routinely required to dig and backfill trenches using hand tools or mechanical equipment.
7. Maintains and submits records of materials used on jobs as required; writes location cards when necessary; makes reports and completes assigned paperwork as required.
8. Reads and maintains meters and automated meter reading systems as needed.
9. Checks assigned vehicle on a daily basis to ensure safe and dependable operation. May perform minor repairs to vehicles and equipment; maintains FOWD vehicles and facilities in a clean and orderly manner.

10. Stocks vehicles to ensure materials are on hand for each job; maintains a truck tool inventory.
11. Performs "on call" duties during off-hours of operation as needed.
12. Works overtime as required and approved with additional compensation.
13. Adheres to all policies, procedures and standards of FOWD and pertinent federal, state and local laws relating to position functions.

### **Other Duties**

- Notifies for water shutdowns, emergency or otherwise as required.
- Performs traffic control duties, as necessary.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Methods of water systems installation and repair.
- Equipment, tools, materials and methods of the water systems installation and repair.
- Water quality issues related to the operation of water systems.
- Installation, maintenance, repair, and testing of water meters.
- FOWD policies and procedures related to customer services and customer relations.
- Proper work safety standards.

#### **Ability to:**

- Ability to add, subtract, multiply, divide; calculate decimals, ratios, percentages, and fractions and read a tape measure rapidly and accurately.
- Perform basic work assignments in the installation, maintenance, and repair of water service systems and meters.
- Perform skilled installation, servicing, repair of meters.
- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

#### **Typical Physical Activities:**

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.
- Travel regularly by vehicle for FOWD related duties and activities.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Differentiate between and perceive color, sound, smell, taste, texture and form.
- Operate a variety of automated office machines.
- 20/20 sight preferred or equivalent using corrective lenses, as necessary.

### **Environmental Factors:**

- Work both indoors and outdoors, during all types of weather.
- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- High temp: Considerable work time in hard manual labor in temperatures above 80 degrees.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.

### **Desired Qualifications:**

- Minimum of two years' experience in the water industry.
- Knowledge of DOT regulations for performing safety sensitive functions.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

### **Required Licenses/Certification:**

- California Distribution Operator Grade II.
- Valid California motor vehicle operators commercial class A license or ability to obtain within two years of employment.
- Graduation from high school or equivalent.

*Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations.*

**I have received, read and understand the above job description.**

Name (Please Print):

---

Signature:

---

Date:

---

Operations Superintendent:

---

Signature:

---

Date:

---

Manager:

---

Signature:

---

Date:

---

General Manager: Tom R. Gray

---

Signature:

---

Date:

---