



## Fair Oaks Water District Job Description

### Distribution System Operator IV

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, 2024  
ANNUAL SALARY RANGE: \$72,092.80 - \$97,344.00  
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

#### **GENERAL STATEMENT OF JOB**

Under general direction of the Operations Supervisor or Operations Superintendent, leads the work of Fair Oaks Water District (FOWD) crews engaged in maintenance and construction activities; installs water mains, meters and related water distribution facilities. May lead other FOWD staff as directed.

#### **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. Leads and instructs FOWD crews engaged in construction and maintenance activities; organizes daily workload; assigns duties to work crew; monitors project safety; advises of job progress as directed.
2. Performs routine and specialized work in the installation, maintenance and repair of water distribution facilities and appurtenances.
3. Investigates leaks and determines if they originate from private or public facilities; leads leak repairs on FOWD water facilities, services and valves; responds to customer complaints such as water waste, low pressure and water quality.
4. Performs emergency repair work and shutdowns.
5. Drives a truck, forklift, dump truck and other heavy equipment.
6. 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.
7. Routinely required to dig and backfill trenches using hand tools or mechanical equipment.
8. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
9. Locates and marks water services, valves and mains as required; locates and marks water mains, services and valves as requested by Underground Service Alert; may mark areas where FOWD crews will be excavating.
10. Reads water meters and records data; documents need for testing or repairs; may replace or make minor repairs to water meter assemblies. Calibrates meters as required.

11. Maintains and submits records of materials used on jobs as required; updates location cards when necessary; makes reports and completes required paperwork.
12. Prepares inspection report describing results of each inspection; advises supervisor when work does not meet plans and specifications.
13. May perform inspections on installed water distribution facilities and appurtenances; performs and/or documents testing of pipeline and may participate in water sampling testing as required; coordinates shutdowns and tie-ins for new construction.
14. May assist in FOWD project planning and contract administration; attends pre-construction meetings; meets with contractors and members of the public.
15. Checks assigned vehicle on a daily basis to ensure safe and dependable operation. May perform minor repairs to vehicles and equipment.
16. Stocks vehicle to ensure materials are on hand for each job; maintains a truck tool inventory.
17. Performs "on call" duties during off-hours of operation as needed.
18. Works overtime as required and approved with additional compensation.
19. Adheres to all policies, procedures and standards of FOWD and pertinent federal, state and local laws relating to position functions.

### **Other Duties**

1. Performs traffic control duties as necessary.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Basic principles used in the design of water systems.
- Water purification and requirements
- Cross-connection control laws and how they apply to the waterworks industry.
- Safety laws, rules and regulations
- Utility and paving construction

#### **Ability to:**

- Add, subtract, multiply, divide; calculate decimals, ratios, percentages, and fractions and read a tape measure rapidly and accurately.
- Perform work assignments in the installation, maintenance, and repair of water service systems and meters.
- Perform installation, servicing, repair of water meters.
- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Hear low tones or directions over loud noises.
- Follow oral and written directions.
- Effectively communicate verbally, in writing and electronically.

### **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**

- Five years of experience in general pipeline and related construction.
- Two years working with a California Distribution Operator Grade III or higher certification.
- California Certified Cross Connection Specialist.
- Knowledge of DOT regulations for performing safety sensitive functions.
- Working knowledge of Microsoft Office software applications.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.
- College Education Equivalent to an Associate of Arts Degree.

### **Required Licenses/Certifications**

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

*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):

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Signature:

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Date:

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Operations Superintendent: Nick Kepler

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Signature:

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Date:

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Manager: Shawn Huckaby

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Signature:

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Date:

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General Manager: Tom R. Gray

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Signature:

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Date:

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