



## JOB DESCRIPTION

### Water Distribution Worker

**Date Prepared:** February, 2014

**SUMMARY:** Under general supervision, performs various functions in support of the City's water distribution system; performs related duties as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Read customer water meters and record readings.
- Perform customer service activities, turn water service on and off at the customer's residence, and respond to customer complaints and prepare reports.
- Perform water meter maintenance and repair; replace or install water meters.
- Perform maintenance of water meter boxes; replace, clean, install, and repair water meter boxes and lids.
- Perform water leak investigations.
- Locate, repair, and advise customers of water meter leaks; advise customers of needed repairs.
- Operate fire hydrants to flush the water system and check pressure/flow of water mains against the customer's water pressure/flow.
- Perform inspections, cleaning, and basic service of assigned equipment.
- If assigned to field crew, perform the installation, maintenance and repair of water service lines, water mains, pumps and valves; drill and tap water mains; dig and backfill trenches; install fittings and make connections; perform welding, carpentry and cement work; cut and replace concrete and asphalt; perform traffic control procedures.
- May serve as an on-call responder on a rotation basis.

#### **MINIMUM QUALIFICATIONS:**

##### **Education, Training and Experience Guidelines:**

High school diploma OR GED equivalent AND one year of water distribution experience OR possession of a Water Distribution/Treatment Operator Grade I certification or above may substitute for a year of water distribution experience.

**Knowledge of:**

- City policies and procedures.
- Water distribution operations, equipment, and materials.
- District boundaries, including meter, water line, hydrant, and valve locations.
- Permit/non-permit confined space entry.
- Water meter and fire hydrant repair, replacement, and installation.

**Skill in:**

- Using initiative, discretion and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Inspecting and diagnosing water meter and fire hydrant problems.
- Reading and interpreting various maps and logs.
- Operating power driven equipment.
- Using hand and power tools.
- Providing efficient customer service.
- Establishing and maintaining cooperative working relationships with supervisors, employees, and the general public.
- Communicating effectively, both verbally and in writing.
- Operating a personal computer and various software applications.
- Establishing and maintaining effective working relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a valid California class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.
- California Water Distribution Operator Grade I certification is desirable.
- Must obtain a California Water Distribution Operator Grade I certification within 12 months of employment.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an outdoor work environment. May be required to climb ladders and work in trenches. May be exposed to extreme weather conditions, dangerous machinery and wildlife. Physical demands consist of sitting, standing, walking, stooping, kneeling, crouching, and crawling. Use hands and fingers to handle or feel objects, tools, or controls and lifting and carrying moderately heavy boxes up to 100 pounds. Incumbent wears personal protection-protective equipment. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and overtime, if assigned, must be willing to work an irregular schedule, which includes weekends, holidays, evenings, and/or varying shifts.

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Department Head

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Date

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Personnel Officer

\_\_\_\_\_  
Date