

## NEVADA IRRIGATION DISTRICT

### WATER DISTRIBUTION OPERATOR I WATER DISTRIBUTION OPERATOR II Range A64/A84 – BOD 06/11/2014

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### DEFINITION

To perform a wide variety of semi-skilled and skilled duties associated with the operation and maintenance of the District's treated water and raw water distribution systems; to patrol, regulate, and document the flow of water; and to perform related duties and responsibilities as assigned.

#### DISTINGUISHING CHARACTERISTICS

Water Distribution Operator I: This is the first certified level in the Water Distribution Operator series. Initially positions in this class typically have little or no directly related work experience achieving a Grade 1 within 12 months and a Grade 2 within 24 months. The Water Distribution Operator I is distinguished from the Water Distribution Operator II by the performance of basic tasks and duties assigned to positions within the series that do not require possession of a Water Distribution Operator Grade 2 certificate.

Water Distribution Operator II: This is the full journey level in the Water Distribution Operator series. Positions in this class are flexibly staffed and are normally filled by advancement from the Water Distribution Operator I level once the appropriate certification is obtained and performance expectations are met.

#### SUPERVISION RECEIVED AND EXERCISED

##### Water Distribution Operator I

Receives immediate supervision from the Water Distribution Supervisor; may receive technical supervision from a Senior Water Distribution Operator.

##### Water Distribution Operator II

Receives close supervision from the Water Distribution Supervisor; may receive technical supervision from a Senior Water Distribution Operator.

#### ESSENTIAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

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### Water Distribution Operator I/II

#### Essential Functions:

1. Conduct inspection of, perform maintenance on, and patrol District water distribution facilities including, canals, reservoirs, ditches and conduit systems.
2. Monitor and regulate canal flow and reservoir capacity; operate water spillway gates and valves to regulate water flow; inspect dams and related facilities; report changes to dams and log readings.
3. Inspect, maintain and operate hydroelectric power plants; perform minor service and maintenance, troubleshooting and flow adjustments and read, record and report data and plant status.
4. Clean and remove debris and foreign objects from canals; monitor weed control in canals; prepare canals for the application of herbicides and maintain communication with crews applying herbicide.
5. Flush pipelines to improve flow of water.
6. Read rating tables and perform calculations to prorate water flow and determine rotations.
7. Monitor, document, and maintain a variety of records, data and logs on water usage and water flow required for District use.
8. Read gauges and water meters; identify and report illegal uses of water.
9. Respond to treated water leaks, estimate repairs and notify customers of outage necessary to make repairs; coordinate with maintenance crews for the repair of distribution facilities; flush and sample water after repair.
10. Receive, respond to, and investigate customer questions and complaints related to water services, water requirements, and service needs; explain District and local, State and Federal policies and regulations related to water distribution.
11. Prepare work orders and coordinate with maintenance personnel for the repair of raw and treated water facilities.
12. Participate and oversee the work of less certified personnel and/or temporary employees in programs such as flushing, spillway inspections, and valve exercising.
13. Respond to emergency situations to repair or clean District water conduits.

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### Water Distribution Operator I/II

#### Essential Functions: *(Continued)*

14. Safely operate a District vehicle; report vehicle maintenance needs.
15. Notify customers of service interruptions, pesticide applications and encroachments to District right-of-way; turn water service on and off.
16. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
17. Perform related duties as assigned.

## QUALIFICATIONS

### Water Distribution Operator I

#### Knowledge of:

Purpose and use of general construction, hand, and power tools used in the maintenance of canals, pipelines, pumps and water distribution facilities.

Basic arithmetic to perform calculations.

Principles and practices of effective customer service.

Modern office equipment including use of applicable computer applications.

#### Ability to:

Learn basic principles related to water distribution.

Learn policies and procedures governing water distribution facilities.

Learn to perform skilled tasks associated with the operation and maintenance of water distribution facilities.

Learn safe work practices.

Learn to estimate, calculate, and analyze water flows.

Perform manual labor.

Learn to prepare canals for the application of herbicides.

Learn locations of District facilities.

Learn locations and boundaries of District right-of-ways and property owner activities constituting encroachment.

Learn to operate and use modern office equipment including a computer and applicable software including programs and technology used in the operation of a raw and treated water system.

Respond to after hours emergency situations on normal workdays, weekends and holidays.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

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### Water Distribution Operator I/II

#### Responsibility to:

Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.

Operate equipment in a careful and safe manner.

Acknowledge the use of safeguards by other employees.

Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.

Report any safety risks or hazards to your supervisor or other management personnel.

Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Work after hours standby to respond to emergency situations.

#### **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Experience:

Previous experience in the construction and operation of water distribution systems.

#### Education:

Equivalent to completion of the twelfth grade.

#### License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Distribution Operators Certification, Grade 1 (D1) within 12 months of appointment and a Grade 2 (D2) within 24 months.

#### Water Distribution Operator II

In addition to the qualifications for the Water Distribution Operator I:

#### Knowledge of:

Basic principles related to the maintenance and operation of water distribution facilities.

Techniques and practices of water flow regulation.

Standards for minor maintenance of canals, flumes, dams, and reservoirs.

Calculations required to determine water flow and capacity.

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### Water Distribution Operator I/II

#### Ability to:

Document and maintain accurate reports and records.

Regulate, estimate, calculate, and analyze water flows.

Perform heavy manual labor and skilled tasks associated with the operation and maintenance of water distribution facilities with more independence.

Assess the condition and maintenance requirements of canals, ditches, flumes, and related water facilities.

Learn to perform minor maintenance on hydroelectric facilities.

Operate vehicles in inclement weather.

Read maps, gauges and meters.

Interpret and apply District policies and procedures governing water distribution facilities.

Safely remove debris and foreign objects to perform minor maintenance in canals.

Work after hours standby to respond to emergency situations.

#### **EXPERIENCE AND EDUCATION GUIDELINES**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### Experience:

Two years of responsible experience similar to Water Distribution Operator I with the Nevada Irrigation District.

#### Education:

Equivalent to completion of the twelfth grade supplemented by education as required by the State of California Department of Public Health Water to obtain and retain a Distribution Operators Certificate, Grade 2 (D2).

#### License and Certificate:

Possession of a valid California driver's license.

Possession of a California Department of Public Health Water Distribution Operators Certificate, Grade 2 (D2).

#### **WORKING CONDITIONS**

#### Environmental Conditions:

Work is performed in an outdoor environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne

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### **Water Distribution Operator I/II**

particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

#### Physical Conditions:

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; push/pull/torque up to 150 pounds, and lift or carry weight of 75 pounds or less.

#### Mental Conditions:

Essential functions may require maintaining mental condition necessary to know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; explain jobs to others; handle conflict.