Job Classification:	**Distribution Worker I / II / III / IV / Senior**
Representation:	**SEIU Local 1021 Union**
Wage Schedule Range:	**11 / 13 / 15 / 17 / 19**
FLSA:	**Non - Exempt**
Effective Date:	**February 2008**
Revision Date:	**August 2018, March 2025**

Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision, learns and performs a variety of semi-skilled and skilled work in support of District water distribution systems preventive and corrective maintenance and repair activities; assists in performing inspections, servicing and mechanical repair of stationary pump and mobile equipment; reads water meters and records consumption; cleans, inspects, and repairs water meters; and perform other duties as assigned.

Supervision Received and Exercised

Direct supervision and training are given by a Senior Water Distribution Worker. Work instruction and shift leadership may be provided by the Senior Supervisor, Distribution/Collection. General supervision is given by the Director of the Utility Services Department. No direct supervision of staff is exercised by those serving in the I, II, or III positions. The Distribution Worker IV position may be assigned to serve as team leader on specific assignments.

Distinguishing Characteristics

Distribution Worker I is the entry-level class in this maintenance class series. Under close supervision, incumbents with basic maintenance experience learn District systems and facilities, use of tools and equipment and a wide variety of practices and procedures.

Distribution Worker II incumbents have additional experience and have or are in the process of obtaining other required certifications. As experience is gained, assignments become more varied and are performed with greater independence.

Distribution Worker III is capable of performing a wide variety of work to ensure that District systems and facilities are maintained in a safe and effective working condition. This level is distinguished from the Distribution Worker IV by time in service.

Distribution Worker IV level is distinguished from other levels (Distribution Worker I – III) by serving as a lead worker and having the capability to take on special assignments.

Senior Distribution Worker exists as a promotional opportunity only. This level, in addition to having full knowledge of the District's required maintenance/distribution skills and activities, will

have demonstrated experience in other types of skills. Incumbents at this level will use spreadsheets to record and analyze efforts and costs, and will assist in planning, including budgeting. This level will have obtained training in safety, supervision and basic management, and will perform employee evaluations.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Complete work orders initiated by the Customer Service Department or assigned by supervisor, including disconnecting and reconnecting water service.
- Respond to customer complaints and emergency calls for service; uses inspection equipment to identify causes; and assists in mitigating overflow spills and damage as required.
- Set up traffic control and safety equipment when using vehicles on a street or other roadway; and use safety equipment properly and observe all safety procedures as specified by the District.
- Notify supervisor of the need for repair or additional maintenance as found during routine inspection and cleaning activities; and prepares work orders or notes service requirements.
- Ensure that adequate materials and supplies are available for maintenance and repair work. (e)
- Assist with contacting the public to inform them of activities and shutdowns; and explains applicable rules and regulations.
- Mark the location of underground water lines in response to USA requests.
- Locate, exhume, repair, and/or replace sections of water mains or laterals, or sewer mains or laterals, hydrants, regulating valves and connections as necessary.
- Construct or assist in the construction of District facilities including lift and pump stations, pipelines, laterals, valves, or other system components as directed.
- With others, inspect underground water pipes and associated appurtenances to locate leaks, breaks on a scheduled preventive maintenance basis or as needed.
- With others, install potable water pipelines, laterals, fittings, valves, fire hydrants, and other system components as directed.
- With others, perform taps, repair water service lines and other system components as directed.
- Perform or assist others to build and clean out catch basins, other drainage facilities, and diversions.
- Service and maintain mobile equipment in a clean and orderly condition; and make minor repairs as needed; ensure safe operating capability of rolling stock regularly used in the

performance of maintenance duties; conduct periodic safety checks of equipment as required.

- May individually inspect pumping stations on a scheduled basis; reads and records flow meters and gauges; and performs servicing and repair of pumps, motors, valves and other mechanical and electrical equipment.
- May assist Plant Operators in the maintenance of water treatment plants.
- Maintain maintenance warehouses in a safe and orderly fashion, in accordance with best management practices and safety regulations for storage of equipment, spare parts, chemicals, and the like.
- Read water meters on assigned routes and records readings.
- Inspect meters to ensure proper registration and reports on conditions such as malfunctioning and improperly installed meters and suspicious conditions.
- Install, replace and repair meters and boxes as needed.
- Perform leak investigations, informs customers of results, make minor repairs in the field or prepares work orders if needed.
- Deliver and hang door tags at assigned addresses according to customer work orders.
- May be expected to master computer or control applications related to the work.
- Maintain accurate records of work performed.
- May maintain external premises of plants including weeding, painting, basic carpentry and other tasks as assigned.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Qualifications - *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.*

Knowledge of:

- Principles, practices, tools, equipment and supplies required to maintain and repair water distribution systems, including underground water lines and pumping stations.
- Basic principles and practices of mobile equipment servicing and repair.
- Basic safety practices related to the work, including confined space entry.
- A variety of meters and meter reading equipment and their respective functions.
- Basic operational and maintenance practices of electrical motors, pumps, and circuitry.
- Applicable laws, codes, and regulations.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone
- Microsoft Office Suite programs for word processing and spreadsheets.

- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Performing skilled and semi-skilled work related to the installation, inspection, maintenance, and repair of underground water lines and pump stations.
- Performing servicing and minor maintenance on a variety of stationery and mobile equipment.
- Responding effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operation trucks and hydrovactor equipment.
- Reading meters and gauges efficiently and recording accurate consumption information and interpret data and/or results.
- Reading maps, manuals and specifications.
- Prioritizing own work and using independent judgment within procedural guidelines.
- Maintaining accurate records of work performed.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, e-mail, and internet.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.

Education and Experience – Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying*:*

<u>All levels</u> must have education equivalent to graduation from high school.

<u>Distribution Worker I:</u> No experience is required.

<u>Distribution Worker II:</u> Three (3) years of semi-skilled maintenance experience, including two (2) years in water distribution at a level equivalent to that of Distribution Worker I.

<u>Distribution Worker III</u>: Six (6) years of skilled maintenance experience, including three (3) years in water distribution at a level equivalent to that of Distribution Worker II.

Distribution Worker IV: Nine (9) years of skilled maintenance experience, including three (3) years in water distribution at a level equivalent to that of Distribution Worker III.

Distribution Worker Senior: Twelve (12) years of skilled maintenance experience, including three (3) years in water distribution at a level equivalent to that of Distribution Worker IV.

Licenses and Certifications:

Distribution Worker I:) A California Distribution Grade I certification and backhoe certification must be obtained within one (1) year of entering the classification. A California Class A license from DMV with tank and air endorsements must also be obtained within the eighteen (18) months of entering the classification. A CWEA Collection Grade 1 certification must also be obtained while in grade.

Distribution Worker II: California Distribution Grade 2 certification, CWEA Collection Grade 1 certification, Class A license with tank and air brake endorsements, and backhoe certification.

Distribution Worker III: California Distribution Grade 3 certification, CWEA Collection Grade 1 certification, Class A license with tank and air brake endorsements, and backhoe certification.

Distribution Worker IV: California Distribution Grade 4 certification, Class A license with tank and air brake endorsements, and backhoe certification. Must obtain a CWEA Collection Grade 2 certification while in the level.

Distribution Worker Senior: California Distribution Grade 4 certification, CWEA Collection Grade 2 certification, Class A license with tank and air brake endorsements, and backhoe certification. A CWEA Grade 3 certification is desirable at this level.

Physical Requirements

While performing the duties of this job, the employee is regularly required to walk long distances, stand, sit; exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the course of the workday. Incumbents require sufficient mobility to work in a field setting with exposure to a variety of weather conditions, slippery and uneven surfaces. While performing the job duties the incumbent is required to operate hand tools and equipment and transport materials and supplies weighing up to 95 pounds; use fine and gross motor coordination in using numerous maintenance, power, and hand tools, and equipment and machinery; reach with hands and arms; travel regularly by vehicle for District related duties; use standard office equipment such as computers, copiers, and FAX machines; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessary via District vehicle for District related duties and activities.

Additional Requirements:

- 18 years of age.
- Eligible to work in the United States.
- Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.