

INDIAN WELLS VALLEY WATER DISTRICT  
Essential Function Job Description

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1. **Position Title:** DISTRIBUTION MAINTENANCE REPAIR & CONSTRUCTION OPERATOR II
2. **Employment Classification:** Non-Exempt
3. **Department:** Distribution Maintenance Repair & Construction
4. **Reports To:** Distribution Maintenance Repair & Construction Supervisor
5. **Fundamental Objective:** Under the direction of the Distribution Maintenance Repair & Construction Supervisor, performs a variety of journeyman level manual labor tasks related to the construction, maintenance and operation of water distribution systems.
6. **Level of Supervision Required:** Minimal. Direction is provided by Distribution Maintenance Repair & Construction Supervisor, as required.
7. **Supervisory Responsibilities:** As assigned.
8. **Essential Job Duties and Responsibilities:**
  - A. General maintenance of shop, warehouse, and storage buildings, and service yard areas.
  - B. Performs manual labor and journeyman level maintenance work in the repair, construction, and installation of water systems, including pipelines, valves, fire hydrants, pumps, meters, and services.
  - C. Performs field surveys to determine source of water leaks.
  - D. Does calculations in order to properly ensure proper flushing and disinfection to maintain quality of domestic water supply. Checks for adequate pressures and chlorine residuals. Performs in house and state certified lab samples on main line installation and repairs. Performs calculations to determine amount of water loss due to leaks.
  - E. Records and surveys water valve locations and exercises valves regularly.
  - F. Operates a variety of power tools and equipment.
  - G. Keeps labor, material and maintenance records, and provides to accounting department.
  - H. Operates and services equipment used in the repair, installation, and maintenance of water system infrastructures including, but not limited to, compressors, jack

hammers, backhoes, trenchers, tractors, trucks, and any other assigned light and heavy equipment in a way that meets or exceeds to the District's safety policies and procedures.

- I. Restoration-type maintenance of roadways, streets, alleys, curbs, gutters, driveways, and sidewalks, utilizing traffic control procedures, prior to, during, and following water system related activities.
- J. Performs standby duty. Responds and resolves customer complaints and District leaks after hours. (Must possess current State of California Water Distribution Grade D2 certification).
- K. Assist in the training of operators in training as needed.
- L. Performs related work as required.

Attendance at various meetings, including safety meetings and training as scheduled.

All other temporary work assignments which are infrequently assigned to the maintenance/repair/construction positions, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

1. Must have reading, mathematical, and written and oral language abilities in order to perform the essential functions of the job as outlined in Section Eight.
2. Must have the knowledge and understanding of a variety of standard construction-related materials including steel pipe, polyvinyl chloride and polyethylene pipe, asbestos cement pipe, mortar-lined steel pipe, ductile iron pipe, electrical wiring, cement/concrete, rebar, block, brick, asphalt, blacktop, desert mix, slurry, insulation, grout, dry wall, siding, roofing, etc.
3. Must have the knowledge and understanding of water-system-related tools and equipment such as water meters, meter boxes, angle stops, risers, tapping tools, pressure testers, meter hooks, meter keys, valve keys, fire hydrant wrenches, leak detection equipment, pressure recorders, mechanical seals, pipe banding material, and all other tools and equipment commonly used in the building and public works activities of public water purveyors.
4. Must have the knowledge and understanding of a variety of vehicles, tools, and equipment including all types of trucks, trailers, backhoes, jackhammers, shovels, trenchers, rollers, cranes, forklifts, air compressors and air tools, boring machines, metal detectors, tampers, graders,

sweepers, pumps, mixers, rakes wrenches, sockets, ratchets, pliers, drills, screwdrivers, screws, saws, hammers, nails, bolts, nuts chisels, prods, hooks, punches, clamps, vices, cutters, torches, racks, steel pipe, pipe cutters, wire, ax, bars, mattocks, rods, tapes, ladders, mixers, gauges, scrapers, sanders, grinders, threaders, couplings, fittings, cables, ropes, etc.

5. Must have knowledge and understanding of a variety of chemical-type materials including gasoline, oils, acids, ammonia, paints, thinners, sealers, cements, chlorine, soaps, cleaners, degreasers, lubricants, solvents, acids, pipe dope, glues, caulking, insecticides, herbicides, etc.

**B. Ability to:**

1. Operate and maintain power tools, but not limited to, compressors, jack hammers, trenchers, saw cutters, and any other assigned tools.
2. Operate and maintain heavy equipment, but not limited to, backhoes and tractors, any other assigned heavy equipment.
3. Use power tools such as air compressor, drill, saw, grinder, and air impact wrenches.
4. Safely operate and maintain assigned motor vehicle.
5. Use hand tools as needed.
6. Must be able to act responsibly, faithfully, and regularly observe all safety rules and utilize all health and safety equipment, procedures, and techniques required for all tasks, circumstances, locations, or weather conditions including, but not limited to, hard hats, respirators, masks, barricades, cones, flags, shields, high-visibility and protective clothing, protective gloves and footwear, miscellaneous hearing and eye protection equipment.
7. Perform mathematical calculations to add, subtract, multiply and divide all units of measure.
8. Read and work from blueprints, diagrams, maps and rough sketches, and ability to follow written and oral instructions.
9. Keep written records and make written and informal oral reports.
10. Operate a telephone and two-way radio, knowledge and proper use of hand signals for equipment operation and material handling, and communicate with office personnel, co-workers, and the public.
11. Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.

12. Maintain sound and cooperative working relationships with co-workers, crew leaders, and management to insure output of a good and efficient product of service.

10. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

**Experience:** Experience in the construction field.

**Education:** High School Graduate, or equivalent certification, required.

**Certifications:** Must possess State of California Water Distribution Grade D2 certification. Must possess a State of California Water Distribution Grade D3 certification to qualify for acting Water Distribution Supervisor.

**Licenses:** Must possess State of California Class B Driver's License.


Must also successfully complete physical examination and drug screen, and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

11. **Physical Demands/Requirements:**

The physical requirements and the physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

**DISTRIBUTION MAINTENANCE REPAIR & CONSTRUCTION OPERATOR II**  
**JOB DESCRIPTION APPROVAL**

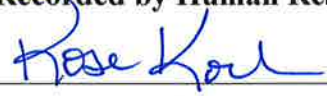
**Department Manager Recommendation:**

Signature:   
Date: 10 MAY 2016

**General Manager Approval:**

Signature:   
Date: 10 MAY 2016

**Received and Recorded by Human Resources:**

Signature:   
Date: 5/12/16