

CENTRAL COAST WATER AUTHORITY

Distribution Technician Trainee

DEFINITION:

Under supervision of the Distribution Supervisor, performs skilled and semi-skilled work in the operation of a potable water distribution system and related facilities and makes repairs and adjustments to equipment as required. This is a trainee position and it is expected that those hired for this position will diligently advance their training and certification level to qualify as a full CCWA Distribution Technician within two years of hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following statements are intended to describe the general nature and level of work being performed by an individual assigned to this job. This is a trainee position and the scope of duties will vary dependent upon the level of completed training and certification level achieved. Upon satisfactory completion of training, as determined by CCWA, and earning a California State Water Resources Control Board, Division of Drinking Water, Distribution Operator Grade D-3 (or higher) Certificate, the tasks listed below will be required. Other duties may be assigned.

1. Perform monitoring, maintenance, troubleshooting, and repair of aqueduct mechanical equipment.
2. Perform a variety of skilled equipment installations, maintenance and repair work to buildings, pump stations, water storage tanks, and power equipment including pumps, motors, chemical feeders, mixers, compressors and other equipment and related instrumentation.
3. Sample and test water for such parameters as pH, turbidity, ammonia and chlorine residual using chemical testing instruments and equipment.
4. Perform minor plumbing, pipefitting, painting, electrical, carpentry, masonry, pavement maintenance and related duties.
5. Perform a multitude of tasks in which moderate physical effort is required and occasionally requires contact with chemicals and undesirable physical conditions.
6. Inspect and operate the aqueduct including, but not limited to, pumps, chemical feeders, cathodic protection systems, valves, vaults, associated buildings, electrical generators and related equipment.
7. Provide on-call duty for operating and monitoring the pipeline operations, as the Operator-in-Charge, over on a 24 hour per day basis for a duration of at least one week. On-call duty will be rotated between Distribution Technicians, as assigned by the Distribution Supervisor. A required prerequisite to on-call duty is to satisfactorily pass the on-call test.
8. As needed, operate heavy machinery such as backhoes, excavators, forklifts or other similar equipment to support CCWA operations and maintenance.

9. Assist with the operation and monitoring of the aqueduct's cathodic protection systems, participate in performing close interval surveys and assist with special studies associated with the aqueduct's cathodic protection systems.
10. Complete work tasks in compliance with applicable safety standards and CCWA safety policies. Satisfactorily pass quarterly safety testing.
11. Perform field work that involves driving four wheel drive vehicles over occasionally rough and steep terrain, walking and performing work duties over uneven ground surfaces, and climbing & descending ladders into vaults and tanks. Also perform work within confined spaces.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform or be able to learn how to perform each essential duty satisfactorily. It is expected that those hired as a trainee will advance to a full Distribution Technician within two years of hire. The requirements listed below are representative of the knowledge, skill and/or ability required for this Trainee position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Minimum Education and Experience:

1. Two years of water related experience and either a high school diploma or G.E.D. supplemented with technical courses in water treatment plant and water distribution operations.

License Requirements:

1. Possession of a valid driver's Class C license issued by the California Department of Motor Vehicles.
2. Possession of a California State Water Resources Control Board, Division of Drinking Water, Distribution Operator Grade D-1 (or higher) Certificate is required.
3. Possession of a California State Water Resources Control Board, Division of Drinking Water, Water Treatment Operator Grade T-1 (or higher) is desirable.

Knowledge of:

1. Principles of water treatment disinfection and distribution system operation and maintenance, the operating principles of valves, pumps and motors, blow-offs and hydrants and basic principles of physical, chemical and bacteriological water analysis.
2. Work methods, techniques, tools, test equipment and test procedures used for maintenance of pumps, motors, chemical feeders, mixers, compressors, valves, valve operators, emergency electrical generators and other equipment.
3. Supervisory Control and Data Acquisition System (SCADA) operations.

4. Safe working practices common to water treatment and distribution activities; safety procedures and regulations, including OSHA
5. Computers and software for use in, planning, report writing and budgeting (e.g. Excel, Word, etc.)

Ability to:

1. Effectively conduct maintenance of the pipeline facilities using a variety of tools.
2. Coordinate work with the Distribution Supervisor and prioritize maintenance tasks based on finished water quality needs.
3. Maintain inventory materials, tools and supplies.
4. Prepare written reports as may be required.
5. Utilize computer software including spreadsheet and word processing programs.
6. Work alone or work cooperatively in groups.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee is required to pass a pre-employment physical and drug panel (Performed by designated District Physician)
 - Fitness to perform physical duty evaluation may be required throughout employment at CCWA after non-work related illnesses and injuries.
2. Drug screens can be requested with probable cause.
3. A Respiratory evaluation along with a spirometry test to determine the physical ability to wear respiratory protective gear will be required along with the pre-employment physical and every 5 years after.
 - Cal/OSHA requires that facial hair not be present between the sealing surfaces of the faceplate and the face. 5144(g)(1)(A)
4. Operate District owned vehicles for extended amounts of time to travel between District facilities or on District business. Employee may be required to enter and exit the vehicle several times per day.
5. Operate District owned or rented heavy equipment (if licensed or trained to do so).
6. Must be able to communicate verbally with other staff members.
 - Regularly use telephone, cell phone or hand held radios to provide communication.
7. Use office equipment, such as computers, copiers and fax machines.

8. Stand/walk for extended periods of time over a variety of terrain which may include sharp increases or decreases in grade.
9. Perform manual labor involving frequent bending, pulling, pushing, twisting and crawling and manipulating weights up to 50 lbs.
10. Ability to lift/carry/move objects up to 50 lbs.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The Standard work shift is a 9/80 work schedule – 0700 hrs to 1630 hrs (Monday thru Friday) (every other Friday off, every other Friday on at 0700 – 1530 hrs).
2. Work an on-call shift, rotating every other fifth week (starting on Thursday afternoon and ending the following Thursday) (7 days @ 9/80 shift + on-call work demands). On-call service is only available to a Distribution Technician that has successfully passed the CCWA on-call test and practical.
3. Work irregular or extended work hours (nights & weekends); May be required to change working hours or work overtime.
4. Work with a partner when not on-call.
5. Work alone, while on-call or during a normal shift.

Reports To: Distribution Supervisor
FLSA Status: Non-Exempt
Prepared By: John Brady
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