

JOB OPPORTUNITY - OPEN UNTIL FILLED (Posted January 11, 2022)

Unless you are already here.....Consider a move to the beautiful Hi Desert Communities surrounding Joshua Tree National Park and beyond! Bighorn-Desert View Water Agency is an expanding small water system serving the unincorporated communities of Flamingo Heights, Landers and Johnson Valley. We are accepting applications to fill one Water Distribution Operator position.

Full-time with salary range \$3,646 – \$6,489 and excellent benefits package (PERS Classic 3%@60, if qualified). Starting salary commensurate with Water Distribution Certification level and experience.

Position performs a variety of semi-skilled and routine assignments related to the installation, maintenance and repair of the Agency's water system as well as install, repair, overhaul, operate and monitor water pumps, controls, recording devices, valves, chlorinators and related parts of the water production system. Performs meter reading, meter maintenance and repair, production, customer service, facilities and grounds maintenance, on-call and other duties as assigned.

This is a Safety-Related position subject to random drug and alcohol testing per Agency policy.

Detailed Job Description including special requirements and Applications available at www.bdvwa.org and at the Agency office: 622 S. Jemez Trail, YV, CA 92284. EOE

Questions may be directed to: Marina D. West, General Manager at mwest@bdvwa.org

BIGHORN-DESERT VIEW WATER AGENCY

CLASS DESCRIPTION

Revised: Resolution No. 12R-32

Salary Range: 02 WDO I
03 WDO II
04 WDO III

**TITLES: WATER DISTRIBUTION OPERATOR I
WATER DISTRIBUTION OPERATOR II
WATER DISTRIBUTION OPERATOR III**

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Status: Non-Exempt

Summary

Under general direction of the General Manager, the Water Distribution Operator (WDO Level I to III) routinely performs a variety of semi-skilled and routine assignments related to installation, maintenance and repair of the Agency's water distribution system as well as install, repair, overhaul, operate and monitor water pumps, controls, recording devices, valves, chlorinators and related parts of the water production system. Performs meter reading, meter maintenance and repair, customer service, facilities and grounds maintenance and other duties as assigned.

Position Title

Title and salary range of the individual is commensurate with the following factors: skills and abilities as well as education, training and experience level. Regarding internal promotions the overall performance of the individual; demonstrated independent judgment and degree of supervision required will also be considered.

Distinguishing Characteristics

This position is characterized by the level of skills required to perform the principal duties of the position, as well as the level of supervisory oversight provided to this position on a routine basis and the independent judgment required. Position reports directly to the General Manager, and has no supervisor duties but may have "lead" and/or training responsibilities.

Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Water Distribution System:

- Repairs, installs and maintains distribution and transmission pipe networks including but not limited to: water mains, service connections, fire hydrants, air/vacuum valves and meters on a scheduled or emergency basis.
- Operates, repairs and maintains manual and automated valves such as gate, globe, ball, check, and butterfly type valves.
- Digs, backfills and compacts trenches by operating tractors, trucks, rollers, jackhammers, backhoes, compressors, and loaders. Repairs damaged roads.
- Assists in the disinfection and flushing of water mains and related appurtenances.
- Performs welding, carpentry, pipefitting and cement work, using power and hand tools.
- Locates and marks or relays information concerning location of District's facilities for Underground Service Alert (USA) activities.

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- Responsible for proper on-site procedure and set-up of traffic control functions.
- Maintains and repairs vehicles as well as all field equipment or makes recommendations and facilitates such repairs.
- Assists in information gathering pertaining to fire flows, will serve letters, facility upgrades and project plans and specifications.
- Ensures proper parts and material are obtained for assigned tasks.

Water Production System:

- Performs a variety of skilled and/or semi-skilled monitoring, maintenance, installation, testing and repair on water pumps, control systems, recording devices, motors, valves and chlorinators of the water production system on a scheduled or emergency basis.
- Maintains and ensures the adequate supply of water in reservoirs and the Agency water system. Manages energy usage and responsible for compliance with "Time-of-Use" schedules.
- Collects water samples for lab analysis in compliance with state and federal rules, regulations and standards; completes and submits documentation pertaining to water quality regulatory requirements; assesses system water quality and makes appropriate adjustments, including the use of chemicals, to assure public safety. Calculates dosages.
- Operates, maintains and monitors water production equipment such as boosters, wells, reservoirs, and pressure reducing/sustaining stations. Operates equipment necessary for maintaining water production facilities including pumps and emergency generators.
- Adjusts and changes pump and motor lubrication such as, but not limited to, pump packing, motor oil, well shaft oil, and greased bearings and joints.
- Performs water table depth measurements and records findings.
- Works on energized 480 V three phase related equipment.
- Inspects for cross connection and backflow requirements. Administers backflow program.
- Compiles memoranda, data reports, written correspondence, develops written procedures related to departmental needs and requirements. Interprets maps and provides direction to complex problems with multiple variables.
- Operates and maintains telemetry control systems and their associated components.

Inventory:

- Monitors and maintains adequate inventory of water system parts and supplies. Includes specialty parts and supplies not included in formal inventory counts.
- Obtains quotes and requisitions inventory as needed. Makes recommendations on new products and services related to operation and maintenance of water system.
- Assists accounting staff to reconcile periodic inventory count. Prepares and submits all paperwork required to add inventory purchased and remove inventory used.

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Field Services Duties:

- Reads and records residential and commercial meter readings manually or using an electronic recording device.
- Provides customer service; handles, prioritizes and completes Service Orders and interacts with customers regarding water quality, billing, and field service duties, including but not limited to, turn-on/lock-offs, leak repair, pressure checks, taste and odor complaints and meter repair/replacement. Communicates politely with customers.

Other Duties:

- Coordinates work of outside contractors as related to departmental needs and requirements.
- Understands and abides by Agency Rules and Regulations for Water Service.
- Acquires and records data by hand or through the operation of various data collection devices and programs such as meter reading equipment; supervisory control and data acquisition (SCADA) systems; online analyzers; Geographical Information System (GIS); and District atlas maps.
- Performs general housekeeping in shop and yard; facility maintenance and grounds keeping.
- Completes necessary forms and reports and computer data entry. Communicates using written and computerized methods such as email, word processing, spreadsheet or other customized software programs.
- Maintains necessary supplies, tools and equipment in Agency vehicle. Maintains District records.
- Attends meetings and off-site training as required.
- Recommends improvements in job-related policies and procedures.
- Completes regularly on-call duty. Responds to after-hours emergencies.

Lead Responsibilities (WDO II or WDO III):

- Answers technical questions from staff.
- Assists with cross training of other staff on critical job functions.
- Uses independent judgment to solve problems and efficiently lead the work of other field staff.
- May organize and coordinate daily functions and assignments of others.

Safety:

- Proper knowledge of safety practices and safety gear. Follows proper safety practices at all times. Promotes compliance with Agency's Injury and Illness Prevention Program.
- Attends safety meetings.

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Education, Training & Experience: The position of Water Distribution Operator I/ II/ III requires the following knowledge:

- Graduation from high school or equivalent. Advanced course work in water distribution or water treatment science highly desirable.
- Laws, rules, regulations and principles of work safety. Proper work safety standards.
- Proper procedure in the utilization of Underground Service Alert.
- Safe application and handling of chemicals and other hazardous materials.
- Basic (WDO I) to expert (WDO III) knowledge in the operation and maintenance of a water distribution system and water production operations which includes SCADA and RTU programming and troubleshooting.
 - Basic (WDO I) to expert (WDO III) knowledge of state and federal water regulations.
 - Basic (WDO I) to expert (WDO III) knowledge of distribution system parts and materials.
 - Basic (WDO I) to expert (WDO III) knowledge of valve operation, maintenance and repair.
 - Basic (WDO I) to expert (WDO III) knowledge in the operation and transport of heavy equipment.
 - Basic (WDO I) to expert (WDO III) knowledge of operator math and concepts.
- Customer service techniques.
- Satisfactory knowledge in the use and application of common and specialized computer software.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Skills and Abilities:

- Ability to establish and maintain cooperative and respectful working relationships with those contacted in the course of work, and to interact with the public and Board of Directors in a prompt, courteous, patient, polite, productive, and efficient manner.
- Ability to work independently, efficiently and productively when completing work tasks.
- Prioritization, organization, and coordination skills. Use independent judgment and exercise initiative in daily work activities.
- Understand and carry out oral and written instructions.
- Safe operation and use of all power tools, hand tools, heavy equipment and motor vehicles.
- Read and interpret plans and drawings. Solve shop and field arithmetic.
- Troubleshoot and repair pump and electrical problems satisfactorily.
- Use computer systems and software packages related to the needs of the Agency.
- Basic (WDO I) to expert (WDO III) knowledge of water distribution system best practices.

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- Ability to read basic (WDO I) to complex (WDO III) literature. Compile clear and concise reports of operations, job reports, summary reports and memorandum as directed.
- Maintain accurate records and accurately record data.

Physical Requirements: Subject to reasonable accommodation in accordance with the requirements of applicable law. The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Operates Agency vehicles and equipment in distribution system construction, maintenance and repair work.
- Enters and exits a vehicle multiple times daily.
- Must be able to frequently carry, push, pull, reach and lift equipment and parts weighing up to 100 pounds.
- Frequently stoops, kneels, crouches, crawls and climbs throughout the course of the day.
- Walks, stands and crouches on narrow, slippery or erratically moving surfaces or uneven terrain.
- Works in an environment with exposure to dust, dirt and significant temperature changes between hot and cold.
- Communicates orally in face-to-face, one-to-one and group settings or utilizing cellular telephones and fixed frequency radios.
- Uses office equipment such as computer terminals and software common to the industry, copiers and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision with normal ranges with or without correction.
- Climbs to heights in excess of 40 feet.

Special Requirements:

- Water Distribution Operator I requires state certification at level D1 within 18 months of employment. Advancement to Water Distribution Operator II requires state certification level of D2 and treatment certification T1 AND two (2) to three (3) years relevant work experience with increasing responsibilities. Advancement to Water Distribution Operator III requires state certification level of D3 and treatment T2 AND three (3) to five (5) years relevant work experience with increasing responsibilities.
- All Water Distribution Operator classifications require the appropriate Class A driver's license or, in the case of entry level Water Distribution Operator I, ability to obtain within 18 months.
- Work around and tolerate chlorine and other associated chemicals used in water treatment.
- Work with high voltage electricity.
- This is a Safety-Related position subject to random drug and alcohol testing per Agency policy.
- Proof of a good driving record free from multiple or serious traffic violations or accidents for a period of at least two years.
- Position subject to extended work hours, periodic meetings, and periodic travel.