



## Distribution Operator I

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**DEPARTMENT/DIVISION:** Public Works/Water/Geothermal

**GRADE:** 4

**GROUP:** AFSCME

**FLSA STATUS:** Non-Exempt

**EFFECTIVE DATE:** July 21, 2017

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### **SUMMARY**

An employee in this position works as part of a work crew under direct supervision and is expected to perform duties based on instructions or specific objectives. This is an entry level distribution operator position involving the construction, operation, and maintenance of the City's water distribution system. Employees of this classification shall have demonstrated their ability to perform independently and with a minimum of instruction in the varied functions to which assigned. Employees with specialized training may be included in this class. This position entails some shift work, weekends, or holidays as assigned.

### **EXAMPLE OF DUTIES**

Any one position may not include all of the duties listed, nor do the listed examples include all of the tasks which may be performed in positions of this class.

Assists in the installation of water mainline pipe, installing water mainline valves and fire hydrants, installing water services, repairing and replacing water meters, valves, hydrants, and meter settings.

Assists Meter Services staff from Utility Billing Department as assigned.

Working as part of a work crew, completes leak repairs in the water and geothermal distribution system.

Operates and maintains utilities-related machinery and equipment as assigned.

Routinely operates a variety of vehicles and light to heavy equipment.

Independently checks pumps, reservoirs, pressures, and chlorination equipment for proper operating conditions as assigned.

Collects and accurately records readings from pump station flow meters, pressure gauges, disinfectant residual levels, and other data and information related to water utility operations.

Follows written procedures and protocol to evaluate and distinguish normal and abnormal conditions within the water system.

Performs a variety of routine and custodial tasks.

## **QUALIFICATION REQUIREMENTS**

### **Education and/or Experience:**

Must have standard high school education (12 years or equivalent) or General Equivalency Degree (GED). Must have a minimum of 2 years of work experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties, knowledge of basic utility tools and their proper use, and must possess basic knowledge of computers and related software applications.

### **License/Certifications:**

Must have passed the Water Distribution Operator Grade I Examination with a passing grade of 70%, and demonstrate through application, all knowledge required to achieve the Grade I Certification, as outlined by Oregon Health Authority Drinking Water Services Operator Certification Rules. Must possess and maintain valid Oregon Driver's License and must obtain a Commercial Driver's License within six months of hire.

## **PRE-EMPLOYMENT**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **Knowledge of:**

City Codes, Resolutions, Ordinances, Policies, and City of Klamath Falls cross-connection rules and regulations.

### **Skill in:**

Reading and understanding plans, maps, drawings, and preparing field sketches of work for as-built preparation and permanent recording.

Ability to:

Follow City safety practices; demonstrate an above average ability to communicate effectively; and establish and maintain an effective and good working relationship with co-workers and the general public.

**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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and stoop, kneel, crouch, or crawl. The employee frequently is required to climb or balance and is occasionally required to sit.

The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus.

**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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee is occasionally exposed to extreme heat and vibration.

An employee in this position must withstand exposure to variable weather conditions.

The noise level in the work environment is usually loud.

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The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (ADA), the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.