



**ORGANIZATION:** City of Lincoln City  
**JOB TITLE:** Water Distribution Operator II  
**FLSA STATUS:** Non-Exempt, Grade 9  
**UNION:** AFSCME  
**UPDATED:** May 2011

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**PURPOSE OF POSITION:** Work as Water Distribution Operator for City's water distribution system to assure an uninterrupted, adequate supply of water to customers and to protect the City's mains, valves, and water system.

**ESSENTIAL JOB FUNCTIONS:**

Respond as directed to water main breaks, service emergencies and similar problems. Determine location of shut-off valves, take emergency action to minimize damage to property and restore service as soon as practical. Also perform water turn-ons and conduct hydrant maintenance, flushing and locates.

Repair street cuts with hot or cold asphalt.

Safely operate various types of equipment, e.g. dump truck, loader, backhoe, power compactor, tapping machine, mower, jackhammer, chain saw, etc. Perform operator maintenance, such as conducting pre- and post-operation checks, maintaining proper fluid levels, changing parts and cleaning. Test and repair City-owned devices, for example: water meters that are used to perform work.

Use Microsoft Word and Excel and other City programs and systems to perform job duties. This includes using the City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.

Maintain professional, respectful, productive and cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas. Correct and/or report unsafe conditions to appropriate personnel.

Other related duties as assigned.

**AUXILIARY JOB FUNCTIONS:** Respond to emergency call-outs outside normal work hours for water systems. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

**JOB QUALIFICATION REQUIREMENTS:**

**MANDATORY REQUIREMENTS:** Equivalent to High School education and over three years related experience, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and abilities to perform the above duties. Knowledge of the principles, methods, materials, tools and equipment used in a water distribution system. Knowledge of record keeping, waterworks mathematical calculations and the proper

operation and maintenance of vehicles, tools and equipment, practices, methods, hazards and safety precautions used in the maintenance and repair of water distribution systems.

**SPECIAL REQUIREMENTS/LICENSES:** Possession of Level II Water Distribution certificate. Possession of a valid driver's license. Possession of a valid Class "A" Commercial Driver's License within six months of appointment and the ability to maintain one throughout employment.

Must also possess a current CPR/First Aid card or the ability to obtain one within six months of appointment and the ability to maintain one throughout employment. Possession of Flagger/Work Zone certification and Competent Person training within six months of appointment and the ability to maintain throughout employment. Must be able to respond onsite to an emergency within twenty and no more than thirty minutes.

**DESIRABLE REQUIREMENTS:** More than three years previous experience in a municipal water distribution department or work directly with City water systems. Possession of a CDL and/or Flagger/Work Zone Certification and/or Competent Person certifications at time of appointment.

**PHYSICAL DEMANDS OF POSITION:** While performing the duties of this position, the employee is frequently required to sit, stand, kneel, stoop, bend, climb, push, pull, balance, twist, communicate, reach and manipulate objects, tools or controls. The position requires mobility and repetitive work, such as extensive digging. Duties involve moving materials weighing up to 20 pounds on a regular basis and may infrequently require moving materials weighing up to 75 pounds. Manual dexterity and coordination are required over 50% of the work period while operating both field crew equipment and standard office equipment.

**WORKING CONDITIONS:** The majority of duties take place outside of buildings with exposure to all types of weather conditions and on a year-round basis. Some duties may expose position to biohazards, traffic, dirt, oil, grease, fumes, noise and chemicals. Position is subject to emergency on-call response after normal duty hours on a rotational basis. May require working on rotating shifts, weekends and holidays. Must be able to act as an Emergency Responder.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to newly assigned personnel on department policies and practices.

**SUPERVISION RECEIVED:** Works under the general supervision of the Water Distribution Supervisor.