

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** July 1, 2022

**POSITION TITLE:** **FIELD DISTRIBUTION OPERATOR  
– WELDER / FABRICATOR**

**GRADE LEVEL:** E31

**SUPERVISOR TITLE:** Field Distributor Operator Foreman – Construction

**FLSA STATUS:** [ ] Exempt [X] Non-Exempt

**BARGAINING UNIT:** [X] RCWDEA [ ] RCWD MPCEA

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**SUMMARY DESCRIPTION**

Under general supervision, performs a variety of welding duties in the field and in the shop associated with domestic, reclaimed, and agricultural water and wastewater utility services including water lines, pump stations, and lift stations; fabricates and installs special devices; repairs trailers, backhoes, tractors, trucks; operates a variety of maintenance and construction equipment; and perform a variety of complex water utility-related construction duties including repairs to easement/right of ways, waterlines, appurtenances, and meter installations

**CLASS CHARACTERISTICS**

This is the advance journey level in the field distribution operator class series. Positions assigned to this level may provide lead supervision to journey level staff and independently perform highly technical and specialized tasks and full range of construction duties under general supervision. Positions assigned to this level may be required to complete daily reports, hot work permits, excavations checklists, leak reports, asphalt reports, purchase order requests, material request lists, pictures, time logs, and work order processing. Because employees in classifications at this level are expected to be fully trained and competent, such position typically requires significant previous work experience in the appropriate field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

- ✎ Install, maintain, repair and/or rebuild meter services; perform welding and fabrication duties
- ✎ Repair easements and right of ways
- ✎ Maintain vehicles with proper fuels and oils and maintain all equipment, tools, pumps and lights
- ✎ Maintain and repair water mains, water services, hydrants, valves, air-vacs, meters, and related appurtenances on three distinct, separate water distribution systems, including untreated, potable, and recycled systems
- ✎ Work around and in confined spaces and trench excavations
- ✎ Operate and haul heavy equipment to and from job sites; assist with maintenance of District offices
- ✎ Operate and work with all types of water valves; assist in resolving distribution problems
- ✎ Assist in training to staff with less certification and experience; deliver, maintain, operate, and provide training in the use of heavy equipment
- ✎ Perform mainline and facility shutdowns on systems as needed for emergency repairs or planned maintenance
- ✎ Handle customer complaints related to water distribution systems
- ✎ Assist in planning and organizing safety procedures at work site to include OSHA requirements, traffic control, confined spaces, trench shoring, and underground utility locating; conduct traffic control as needed
- ✎ Maintain and paint fire hydrants, air-vacs, and valves; repair and rebuild fire hydrants and valves
- ✎ Perform various welding activities associated with the cutting, fitting, laying, and repairing of domestic, reclaimed, and agricultural water and wastewater pipelines, and installation of meters, valves, and hydrants, and other appurtenant facilities.
- ✎ Perform other welding activities relating to repairs of heavy equipment such as backhoes, tractors, and trucks; fabricates special structures and devices.
- ✎ Prepare layouts, fabricate, and weld specialty projects related to pump stations, sewage lift stations, and other projects as directed
- ✎ Read blueprints and schematics; draw sketches to fabricate equipment and tools
- ✎ Operates an industrial truck crane and a variety of hand and power tools used in domestic, reclaimed, and agricultural water and wastewater system construction and maintenance work
- ✎ Install items that have been fabricated; as assigned, instruct and oversee other District employees in the installation process of fabricated items

- ✎ Fabricate and repair fencing and security devices surrounding reservoirs and all other District owned property; design security lock boxes for hatches and doors on reservoirs
- ✎ Operate equipment and power tools, including arc welding and gas welding equipment, grinders, sanders, and saws
- ✎ Coordinate assigned tasks with other departments and divisions as necessary; complete and maintain record of work performed and materials used
- ✎ Respond to emergency call-out situations and perform standby duty for emergency response on weekends and holidays according to predetermined schedule
- ✎ Read, understand, and ensure compliance with the District Safety Manual; attend safety meetings, as required; report all accidents, violations, or infractions to supervisor
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ Methods, techniques, tools, equipment and supplies used in the welding and fabrication of domestic, reclaimed, and agricultural water and waste water utility services
- ✎ Welding properties of various metals and alloys
- ✎ Operational characteristics of a variety of tools and equipment iBasic metallurgy
- ✎ Methods, materials, practices, equipment, and tools required for pipeline, hydrant service, and meter installation and repair
- ✎ The use of power operated and hand tools and safety gear
- ✎ Occupational hazards and standard safety practices

### **Ability to:**

- ✎ Perform a variety of welding functions in the maintenance and upkeep of District equipment
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- ✎ Operate a variety of welding equipment in a safe and effective manner
- ✎ Determine correct welding rod and procedure for work to be completed
- ✎ Identify problems and make concise and correct decisions
- ✎ Complete appropriate records and documents
- ✎ Perform precision tolerance fit-ups and layout fabrication from blueprints

- ✎ Work independently in the absence of supervision
- ✎ Understand and carry out oral and written directions
- ✎ Respond within a forty five (45) minute time period to the District's Boundaries while on standby duty; must be able to communicate by telephone while on standby duty
- ✎ Communicate clearly and concisely, both orally and in writing
- ✎ Establish and maintain effective working relationships with those contacted in the course of work

### **SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Three years of experience applying welding skills in the maintenance and repair of mechanical equipment

**Training:** Equivalent to the completion of the twelfth grade supplemented by specialized training in welding and fabricating

### **Licenses and Certificates:**

- ✎ Grade D1 Water Distribution Certificate – SWRCB Required
- ✎ Grade T1 Water Treatment Certificate – SWRCB Preferred
- ✎ Traffic Control Certificate, required
- ✎ Fork Lift Operator Certificate, required
- ✎ Trench Shoring / Confined Space Certified, required
- ✎ First Aid Certificate, required
- ✎ Crane Operator Certificate, required
- ✎ Welding Certificate (American Welding Society), required

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle to travel between job sites and remote facilities Must be able to carry, push, pull, reach and lift equipment and parts up to 50 lbs. and heavier weights with the use of proper assistance
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties
- ✎ Communicates verbally with District management, co-workers, and the public in

- face-to-face, one-on-one, and group meetings
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear both in person, by telephone, and radio
- ✎ Vision within normal ranges with or without correction.
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time spent outside a building exposed to the sun
- ✎ Inclement weather
- ✎ Hot and cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights
- ✎ Confined spaces
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards
- ✎ Trenching and excavations
- ✎ Wildlife

### **OTHER REQUIREMENTS**

- ✎ Required to work nights, weekends, and overtime as necessary
- ✎ Required to serve stand-by duty as assigned by management

<hr/> Employee Signature	<hr/> Date
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Supervisor/Manager Signature	Date
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