



## Job Classification and Description

**Job Title: Distribution Operator**

Classification: Hourly non-exempt

Immediate Supervisor: Distribution Manager

Department: Distribution

Pay Rate: \$15.00 per hour - \$29.42 per hour (approximate annual salary range \$31,200 - \$61,200)

Revised: 7-16-24

### **Job Summary:**

Performs general labor and maintenance duties related to the operations of the water distribution system; repair line breaks; installs related to new water lines, meters, and appurtenances related to the water distribution systems; provides locate services; prepares and distributes customer notifications; performs water sampling, flushing, meter testing and monitor equipment as needed.

### **Duties:**

- Participate in installation, repair and maintenance on meters, lines, equipment and any other area as needed
- Participates in line break and other repairs; valve operation and flushing, water loss locates
- Inspects meters; check for and report leaks, vandalism, illegal taps, safety hazards, obstructions or other problems
- Turn on and turn off meters for new service, closed accounts, non-payment or other situations
- Performs customer service; respond to inquiries and provide assistance as needed
- Places door hangers and notices
- Performs technical duties locating and marking underground utilities
- Operates various types of locating equipment
- Excavates valves, meters and manholes as necessary to confirm location using metal detectors and hand tools
- Maintains an inventory of location markings for future reference; documents and photographs utility markings a stake and related damage to utilities
- Maintains work and performance records, daily work log, site sketches and drawings
- Meets with contractors, property and business owners to assist in locating utilities and to explain service locations
- Calculates distances to ensure exact locations of utilities; marks the location of utilities using locating equipment, paint and stakes; ensure markings and stakes visible and informs construction crews of potential problems or complications
- Assist in traffic control during maintenance and repairs or other situations as needed
- Water Sampling such as collection of Monthly Bac-T samples, Special samples, and chlorine residuals for listed sampling.
- Operation of small equipment

- Maintains work records, logs and timesheets
- Reviews existing and incoming data for accuracy, usefulness, quality and documentation
- General labor, repairs and maintenance work
- Performs vehicle inspections and maintenance
- Assists meter reader as needed; visually and by radio signal utilizing handheld mobile devices
- On call duties on a rotating basis (includes night & weekend duty).; may be called out for emergency duty 24/7
- Other duties as directed by OCWD management as deemed necessary to the operation of the District

**Skills and Knowledge:**

- Ohio County geography, streets, business locations
- Customer service techniques
- Traffic laws and rules involved in vehicle operation
- Any technical or meter training and or licensing required by management
- Standard practices for testing water samples
- Knowledge of inventory concepts and warehouse methods and procedures
- Methods, tools and equipment and standard practices for locating and marking underground utilities
- Regulations and laws and underground utility identification practices
- Safety hazards, procedures and equipment used when working near underground utility lines
- General layout of County Utility Systems; barricade procedures; confined space entry procedures

**Ability to:**

- Follow written and oral instructions
- Read maps
- Read meters and testing equipment
- Work independently to complete work on schedule
- Operate a personal computer, water meter hand-held computer and take accurate meter readings
- Make simple mathematical calculations
- Read system maps, engineering documents and diagrams, technical and operational manuals used to locate underground utilities
- Perform mathematical calculations and calculate and measure distances
- Operate and maintain electronic and magnetic detection equipment and other equipment related to location to underground utilities
- Use hand tools and small equipment
- Utilize and wear safety equipment
- Operate a motor vehicle
- Work within a team and maintain effective working relationships with supervisor, co-workers and the public.
- Communicate effectively
- Exhibit ethical behavior and adhere to the policies of the OCWD
- Obtain a Distribution OIT license within 6 months of hire date and Class II & III in consecutive years to follow.

**Minimum qualifications:**

- High School diploma or GED equivalency
- One-year experience in the installation, maintenance and repair of underground utilities; reading maps, blueprints, or related materials; using electronic locating devices
- Water Distribution Operators License required class
- Valid Kentucky driver's license
- Commercial Driver's License (CDL) preferred
- One-year customer service, delivery/route experience or handheld data entry
- Nights/weekend/on-call duty status required
- Or in the discretion of the General Manager, any equivalent combination of experience and training, certifications or licenses which provides the knowledge and abilities necessary to perform the work

**Tools and Equipment:**

- OCWD will provide truck and pertinent expenses: employee is responsible for keeping truck in good running order, engine maintenance, tires and cleaning; any damage to the truck that is deemed neglect will be the employee's responsibility to repair or replace

**Uniforms:**

- OCWD will furnish uniforms; employee is responsible for seeing that uniforms are properly maintained. Upon termination or change in position when uniforms are no longer required, all uniforms should be returned. Any missing pieces will be charged to the employee.

**Work Environment:**

- Duties are performed in an outdoor environment that may include working in adverse weather conditions, vehicular traffic, insects, animals and adverse weather conditions including extreme hot and cold conditions; may involve working in dirty conditions; using soiling and greasy products.

**Essential Physical Abilities:**

- Clarity of speech and hearing which permits the employee to discern verbal instructions and communicate with other employees and the public, and sufficient vision which permits the employee to comprehend written work instructions, work orders, maps, accurately read and enter data in a computerized system, and move over rough terrain
- Sufficient manual dexterity which permits the employee to operate electronic handheld devices, write legibly, move water lids and perform maintenance.
- Sufficient strength to lift 75-pound objects for varying distances
- Sufficient body flexibility, mobility, stamina, and balance to perform maintenance and repair operations that require bending, stooping, kneeling, stretching and other physical exertions, repair and replace water meter lids and moving over rough or unfamiliar terrain
- Sufficient ability to sit or stand for prolonged period of time; climb stairs

- Sufficient ability to endure prolonged exposure adverse weather conditions including extreme hot and cold conditions
- Ohio County Water District will make reasonable accommodations as required in compliance with the Americans with Disabilities Act.

This job description is subject to change at the discretion of the General Manager.