



**CITY OF REDLANDS**  
invites applications for the position of:  
**Water Distribution  
Operator**

An Equal Opportunity Employer

**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$20.11 - \$24.44	\$1,608.77 - \$1,955.46	\$3,485.67 - \$4,236.83	\$41,828.00 - \$50,842.00

**OPENING DATE:** 02/15/18**CLOSING DATE:** 03/01/18 05:00 PM**DESCRIPTION:****Only first 200 applications will be accepted.**

Under immediate or general supervision, performs a variety of duties involved in the operation and maintenance of the Municipal Utilities and Engineering Department's potable and non-potable/recycled water distribution system, and sewer collection system; and performs related duties as required.

May exercise functional supervision as assigned.

Stated salary does not include additional certification pay.

**EXAMPLES OF  
DUTIES:**

- Participates in the operations and maintenance of the water distribution and sewer collection system;
- Drives, operates, and maintains equipment, tools, and vehicles;
- Follows proper and safe procedures and practices in all facets of the distribution and sewer collection facilities infrastructure;
- Responds tactfully and effectively to customer inquiries and complaints;
- Assists in ensuring timely completion of preventative maintenance programs;
- Requisitions necessary tools, equipment, and supplies;
- Adheres to all safety programs and practices in work methods, procedures, rules, regulations, codes, safe work habits and the potential hazards presented by the work environment;
- Performs additional construction and maintenance tasks including concrete work, truck driving, and a variety of installation and repair activities;
- Maintains and updates a variety of records, logs, reports, and maps;
- Welds, fabricates, and assembles parts and equipment for City utility operations as job knowledge and experience increases; and
- Perform related duties and responsibilities as assigned

**When assigned to U.S.A. Program:**

- Assumes responsibility for daily operation, maintenance, and record keeping of the Underground Service Alert Program;
- Locates main lines, water lines, and service lines as needed for City

staff, contractors, and other utility companies in conformance with marking criteria and time requirements of government code 4216; and

- Performs water main line and water service line leak detection.

**When assigned to Customer Service:**

- Performs minor maintenance and installation of meters and water meter boxes;
- Installs and removes water meters and repairs minor leaks;
- Performs special meter reads, checks malfunctioning meters, and investigates water pressure complaints;
- Notifies customers of upcoming meter shut-offs for non-payment of bill;
- Turns off and locks water service for non-payment of bills; and
- Inspects new meter installations for proper setting, verifies meter numbers and reads.

**When assigned as Water Line/Fire Specialist**

- Maintains, repairs, and replaces fire hydrants, valves, and related parts;
- Inspects fire hydrants, troubleshoots and identifies low flow problems, determines nature and origin of problems and assess possible solutions;
- Maintains the general appearance of fire hydrants; and
- Performs fire hydrant flow test, records flow data, interprets the meaning of various indicators and makes appropriate adjustments as necessary.

**QUALIFICATIONS: Experience:**

- One year of experience in performing general construction or mechanical equipment maintenance work involving the use of hand and power tools and the operation of light trucks.

**Education:**

- High school diploma or equivalent.
- Courses in water technology is highly desirable.

**Licenses and Certificates:**

- Possess and maintain a valid California Class C driver's license.
- Possess and maintain a valid California Class B Commercial driver's license with tanker endorsement, or must obtain within 6 months of appointment.
- Possession and maintenance of California Department of Public Health Water Distribution Operator Grade D1 Certificate, or must obtain within 9 months.
- Possession and maintenance of California Department of Public Health Water Treatment Operator Grade T1 Certificate is desirable.

**Special Requirements:**

- May be required to participate in standby/on call program.

Essential functions and duties require the following physical abilities and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, and lift up to 100 lbs.;
- Exposure to heat, noise, outdoors, vibration, confining work space, chemicals, explosive materials, mechanical hazards, electrical hazards, and traffic hazards;
- Ability to distinguish color and wear protective apparel;
- Ability to travel to different sites and locations.
- Must be available for call-out duty.



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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofredlands.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

35 Cajon St  
Redlands, CA 92373  
909 798 7514

Job #00853  
WATER DISTRIBUTION OPERATOR  
EM

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**Water Distribution Operator Supplemental Questionnaire**

- \* 1. Do you have a valid class C driver's license ?
  - Yes
  - No
  
- \* 2. Do you have a valid Class B Commercial Driver's License with Tanker Endorsement, or are you able to obtain one within six months of appointment?
  - Yes     No
  
- \* 3. Do you have a valid California Department of Public Health Water Distribution Operator Grade D1 Certificate, or are you able to obtain one within nine months of appointment?
  - Yes     No
  
- \* 4. Do you have a valid California Department of Public Health Treatment Operator Grade T1 Certificate?
  - Yes     No
  
- \* 5. Do you have a high school diploma or equivalent?
  - Yes
  - No
  
- \* 6. Do you have one year of experience performing general construction or mechanical equipment maintenance work involving the use if hand and power tools and the operation of light trucks?
  - Yes
  - No
  
- \* Required Question