



Distribution Technician – Class I, II, III, or IV

GENERAL DESCRIPTION

The Distribution Technician is responsible for performing a variety of skilled and highly skilled tasks in all phases of the construction, inspection, operation, maintenance, metering and customer service oriented work related to the water distribution facilities. This class of employees ensures that residents have adequate supplies of safe and clean water meeting or exceeding state, federal, and District regulations, policies, and standards. Performs various additional related work as required. This is a non-exempt position.

SUPERVISION RECEIVED AND EXERCISED

The Distribution Technician works under the direct supervision of the Distribution Foreman, or higher level Distribution Technician as assigned, and under the general supervision of the Distribution Manager. A higher level employee in this class may be assigned to provide general supervision to a staff of Distribution Technicians and other personnel as directed.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform general Distribution Technician duties.
- May act as crew leader functioning with little or no direct supervision and providing direction and training to less experienced personnel regarding all facets of distribution system operation.
- Make rounds of remote site facilities such as storage tanks and pumping stations performing a variety of duties pertaining to distribution, maintenance, and facility security.
- Perform construction, inspection, maintenance and customer service oriented work related to the water distribution system; perform underground water system construction, repair and maintenance work.
- Read meters on an assigned route either manually or by radio-read equipment; upload and download information into radio read or hand held devices; trouble shoot radio read issues with metering & billing department or vendors as required.
- Identify properties, infrastructure and appurtenances throughout the District and record location and condition manually or through GPS.
- Inspect meters and lines for damage or leaks; install and exchange water meters; repair leaks replace or adjust meter lids; report inoperative, damaged, by-passed or tampered with meters and related problems; re-read meters as necessary; resolve problems or request work orders for follow-up.
- Collect water samples and perform basic laboratory tests related to water quality; document results and take appropriate actions.
- Adjust pumps, flow valves, PRV's and system chemical feed systems.

- Perform customer service duties in the field as necessary including service turn-ons and shut-offs and hanging door hangers related to service and delinquent accounts.
- Drain and inspect distribution structures, clean tanks, screens, filters, pipes, pumps, etc.
- Install service lines, meters and related appurtenances; perform varied facility maintenance work as required; perform a variety of heavy physical work in the installation, maintenance and repair of water distribution and other underground lines.
- As assigned, participate in organizational meetings; address and respond to service questions, inquiries and complaints; provide information to customers or refer to others as appropriate; maintain good public relations; notify customers as required.
- Operate District vehicles; inspect and fuel vehicles and perform minor maintenance; order parts and supplies as necessary.
- Observe safe work methods and safety precautions.
- Assist LHWD Treatment Operators during emergencies or as may be required to maintain quality service to Left Hand Water District customers.
- Perform ground maintenance of plants, tanks, reservoirs, intake structure, etc. such as mowing, watering, trimming, tree removal and pest control.
- Provide on-call service as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Practices, methods, techniques and materials used in advanced construction, repair & maintenance and leak detection of water distribution systems;
- Operations, services, and activities of a meter reading program;
- Installation, maintenance, troubleshooting, testing, operating and repairing of water meters and associated radio-read systems;
- Geography of assigned route and location of facilities and meters;
- Pertinent Federal, State, and local laws, codes, and regulations.
- Occupational hazards and standard safety procedures;
- Office procedures, methods, and equipment including phones, computers and applicable software applications;
- Customer and public relations principles and practices;
- English usage, spelling, grammar and punctuation.

Ability to:

- Perform maintenance and repair on a variety of water production and distribution facilities as part of a crew or independently in the absence of supervision;
- Read and accurately record water meter readings, upload and download information into radio read and hand held devices;
- Read and interpret maps and plans;
- Complete and maintain accurate records and reports;
- Perform arithmetic computation quickly and accurately;

- Establish and maintain cooperative working relationships with those contacted in the course of work including customers, District staff and other government officials;
- Deal tactfully and courteously with the public, often in difficult or strained circumstances;
- Communicate clearly and concisely, both orally and in writing.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIREMENTS

Experience:

- Dependent on the level of the position (Class I – IV) experience requirement ranges from no related experience for entry level to a minimum of six (6) years of related experience for Class III and above.

Education:

- Any combination of experience and education equivalent to the completion of the 12th grade would likely provide the required knowledge and abilities.

REQUIRED LICENSES AND/OR CERTIFICATIONS

- A valid Colorado Driver’s License and a good driving record. Colorado CDL Drivers License or ability to obtain within one (1) year of date of hire.
- Class I, II, III, IV Distribution Certificate or ability to obtain within one (1) year of date of hire.

WORKING CONDITIONS

Work Environment & Physical Demands:

- Work is performed inside and outside both day and night, under varying and extreme weather conditions, confined space underground and frequent driving. Work may include working weekends and overtime. Work includes exposure to sun, noise, dust, fumes, smoke, gases, and oils, moving vehicles, lifting and carrying up to 50 pounds or more on occasion, bending, stooping, squatting, crawling, kneeling, pulling, pushing, reaching overhead and above shoulders, use of both fingers and hands, climbing stairs and ladders, walking, standing, and sitting for extended periods of time. Coordination of eyes, hands, legs, and body is needed. Must have correctable near and far vision, ability to hear, speak, and write. Work also includes the ability to understand and follow oral and written instructions, and the ability to utilize communication equipment.

Approved:

Distribution Manager

Date

Acknowledged:

Distribution Tech – Class I, II, III, & IV

Date