



San Juan Water District
9935 Auburn-Folsom Road
Granite Bay, California 95746
(916) 791-0115
www.sjwd.org

Utilities Coordinator Position Description

Status: Non-Exempt
Supervisor: Field Services Manager
Effective Date: January 26, 2017

Supervision Received and Exercised:

Receives general supervision from the Field Services Manager and receives technical and functional supervision from the Pump Station Lead Worker. Does not provide supervision to others.

Primary Function

To perform facility and USA locates, cross-connection control, valve operation, maintenance, and respond to customer service concerns over water pressure, quality and other complaints or issues.

Essential Duties

Depending upon assignment, duties may include, but are not limited to, the following:

- Locate Wholesale transmission and Retail distribution pipelines, hydrants and service laterals, services, control valves, air vacuum relief valves, blow-off valves, abandoned pipelines and facilities and other system appurtenances, including District owned electrical.
- Perform USA location in compliance with USA/CGA requirements for marking and recording locations, and review the District's utility locating policy and practices as required.
- Comply with all rules and regulations of the California Code of Regulations, Title 17 and Title 22, and the Central Valley Regional Water Quality Control Board's Drinking Water Discharge Permit.
- Assist Pump Station Lead worker with regulatory and sampling requirements, including the District's BSSP and LCR programs.
- Prepare and maintain records on locations using CMMS and CIS.
- Prepare and maintain records of existing backflow prevention assemblies as required by the District's Cross-Connection Control Program.
- Inspect, test and approve installation of backflow assemblies.
- Initiate and monitor annual cross-connection control testing.
- Prepare location sheets for isolation valves, BOV, ARV, PRV and all other District valves as required.
- Provide field response to customers on problems related to high/low water pressure, water quality and other water related concerns, and maintain records related to concerns in CMMS and CIS.
- Perform service turn-on and turn-offs as required.
- Assist in the delivery of 48-hour notices and other customer service duties.

- Perform other duties as required including normal Distribution Operator IV tasks and on-call duty.
- Assist and perform inspection duties on new services as requested by the Engineering Services Manager.
- Maintain Competent Person Certification for Utility Coordination and Locating.
- Perform related duties as assigned.

Minimum Qualifications

Knowledge of:

- District policies, rules, regulations and procedures.
- General principles of water transmission, storage, and distribution systems and related facilities.
- California Code of Regulations, Title 17 and Title 22.
- Operation of District leak detection equipment and leak detection principles.
- Methods, materials, equipment and tools used in the construction of water distribution facilities, maintenance, repair, operation and connection requirements.
- Knowledge of Cross Connection Control principles and regulations
- USA/CGA location laws and requirements.
- Safe work practices per CalOSHA safety regulations.
- Common public relations courtesies, practices and techniques.
- Proper sampling techniques and disinfection best practices.
- Advanced water math principles.

Ability to:

- Organize, schedule and coordinate work.
- Prepare and maintain records of scheduled work.
- Accurately document District facilities.
- Troubleshoot high/low water pressure problems for customers.
- Interpret maps and plan maps.
- Recognize plumbing and irrigation methods and equipment.
- Communicate effectively both verbally and in writing.
- Deal tactfully and courteously with the public at all times.
- Operate light to heavy motorized vehicles and equipment.
- Establish and maintain cooperative and effective relationships with those contacted during the course of work.
- Proficiently use computers and applicable software, including, but limited to Microsoft Word and Excel, CIS and CMMS.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Maintain a neat and professional appearance at all times.

Experience and Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five (5) years' experience as a Distribution Operator with experience in underground pipeline location and leak detection utilizing specialized equipment.

Education:

Graduation from high school or equivalent.

Utilities Coordinator

License or Certificate:

Possession of and ability to maintain a valid California motor vehicle operator's class C license.

Possession of a Grade III Water Distribution Operator's Certificate issued by the State Water Resources Control Board – Division of Drinking Water with the ability to obtain a Grade IV Distribution Operators Certification within 2-years of hire, Cross Connection Specialist Certification and Backflow Tester Certification within one year after obtaining position, District approved Certified Water Sampler Certification, and within 3 months of hire receive District approved competent person training in utility locating.

Physical Capabilities:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				√
Hearing				√
Standing/Walking			√	
Climbing/Stooping/Kneeling			√	
Lifting/Pulling/Pushing		√		
Approximate Maximum Weight to Lift		100 Pounds		
Fingering/Grasping/Feeling				√
Describe Working Conditions	20 Percent Indoors, 80 Percent Outdoors			