



## UNION JOB DESCRIPTION

**TITLE: Water Distribution Specialist**

### DEFINITION:

Performs various duties in the operation, maintenance, construction, and storekeeping of the District's water systems to assure that local, state, and federal regulations are adhered to and that prompt, efficient, courteous service is provided to water utility customers.

### DISTINGUISHING CHARACTERISTICS:

This position is a step progression position with time requirements and with more responsibility assigned as experience is gained. The Water Distribution Specialist classification is distinguished from the Water Worker classification by the increased technical knowledge and skill required to perform the work. Progression to the next level of Water Distribution Specialist does not require a bid, but is contingent upon a satisfactory completion of the basic modules as outlined in the Water Unit Classification Administrative Guidelines/Modules and meeting the necessary time requirements.

Incumbents in this classification assigned to the Lake Stevens Water Operations headquarters are required to establish their residence so they will be able to report to work within thirty (30) minutes after being called.

### BASIC RESPONSIBILITIES:

1. Under the direction of the Water Foreman and from plans, drawings, specifications, standard details, written and verbal instructions, etc., independently or with the assistance of other Water Distribution Specialists, Water Workers, other District employees, contractors, etc., performs a wide variety of water system operation, maintenance, construction and storekeeping duties consistent with the current Water Unit Classifications Administrative Guidelines.
2. Guides, instructs, and checks the work of other Water Distribution Specialists, Water Workers, Flaggers, etc. to assist in their training as necessary.
3. Performs standby duties as assigned.
4. Follows applicable safety rules contained in the District's Accident Prevention Manual and WAC 296-24, 296-45, 296-54, 296-62, and 296-155.

### OTHER RESPONSIBILITIES:

1. Ensures proper use and care of equipment assigned.
2. Completes work in a safe and efficient manner.
3. Protects against damage to public and private property during construction and maintenance, whenever possible.
4. Upgrades to Foreman.
5. Performs associated duties as assigned.

### MINIMUM QUALIFICATIONS:

Knowledge of:

- Tools, materials and equipment of the trade.

- Methods, equipment and materials used in the service and installation of water systems.
- Computer related software and computer peripherals.
- Customer relations techniques.
- Occupational hazards and safety regulations of the trade.

MINIMUM QUALIFICATIONS: (continued)

Ability to:

- Work as part of a team or independently as appropriate.
- Lift and carry up to 110 pounds.
- Interact with customers, government officials, and District employees.
- Identify, analyze and resolve problems.
- Read and understand work sketches and blueprints.
- Apply First Aid and CPR methods as needed.
- Learn and apply the District's Safety Rules, policies, procedures and directives.
- Operate a variety of specialized tools and equipment associated with the trade.
- Interpret and apply related rules, codes, policies and procedures.
- Analyze and resolve related problems.
- Work independently.

Education/Experience:

- High School diploma or equivalent.
- **Level 1:** Two years operating experience as a Water Worker or equivalent plus successful passage of the basic knowledge training module.
- **Level 2:** One year experience at Level 1 plus successful passage of a total of two training modules.
- **Level 3:** One year experience at Level 2 plus successful passage of a total of three training modules.
- **Level 4:** One year experience at Level 3 plus successful passage of a total of four training modules.
- **Level 5:** One year experience at Level 4 plus successful passage of a total of five training modules.
- **Level 6:** One year experience at Level 5 plus successful passage of a total of six training modules.

License or Certification:

- Valid Washington State Driver's License.
- Appropriate Washington State Water certification (dependent on Level).
- Valid Washington State Commercial Driver's License (within 6 months of hire).
- Valid first aid, CPR, and flagging cards (within 6 months of hire).
- Trained and certified in Asbestos-Cement Pipe Work Practice Procedures (within 6 months of hire).

WORKING CONDITIONS:

- Work is performed in both an indoor and outdoor environment, in remote locations and in confined spaces such as trenches, vaults, or at reservoir.
- Individual may work as part of a team or independently.
- Position requires driving to meetings, job sites, etc.

- Individual may be exposed to adverse weather conditions, loud noises from various equipment and hazardous chemicals.
- Must be able to lift and carry 110 pounds four feet on a weekly basis.
- Must be able to climb a seventy-foot ladder to perform inspections as need.