



Tuolumne Utilities District  
Job Description  
**DITCH TENDER**

POSITION:	Ditch Tender	DEPARTMENT:	Water Distribution
REPORTS TO:	Water Master	FLSA Status:	Non-exempt
PAY RANGE:	Range 30	DATE PREPARED:	April 2015
INCUMBENT:			

**General Description:**

Under general supervision of the Water Master, patrols, regulates the flow of water, reads and records data, and performs a variety of construction, maintenance, and repair work on the water distribution system and facilities; and performs other related work as required.

**Essential Functions:** - *Essential responsibilities and duties may include, but are not limited to, the following:*

- Patrols ditches, flumes, pipelines and reservoirs on foot and in District vehicle.
- Performs maintenance on ditches, pipelines, flumes, siphons, weirs, and meters, and performs repairs as required.
- Reads gauges and raw water meters.
- Operates gates and valves to regulate the flow of water.
- Responds to emergency situations to repair or clear ditches.
- Reports all major maintenance and damage repair requirements to supervisor.
- Responds to customer requests for service assistance, problems, water delivery adjustments, and service turn-ons and turn-offs.
- Operate hand and power tools and equipment.
- Performs skilled plumbing, carpentry and concrete work in making major repairs to the system.
- Maintains logs and records of flows and spillage.
- Assists in operating gunite machine and handles and maneuvers conveyor hose.
- Reports and corrects illegal use of water.
- May be required to supervise and oversee the work of temporary maintenance crews.

**Qualification Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

- Methods, materials, tools, and equipment required for performing plumbing, carpentry and concrete work.
- Techniques and practices of regulation of water flows.
- Techniques and standards for maintenance and repair of ditches, flumes, and reservoirs.
- Policies and procedures governing water service, operation, and encroachments.
- Operation and maintenance of basic hand and power tools.

- Calculation of water flow and capacity
- Basic math to perform standardized calculations.
- Safe work methods and safety precautions as related to the job.

Ability to:

- Regulate and control the flow of water.
- Assess the condition and maintenance requirements of the ditches, flumes, reservoirs, and related water facilities, and perform the necessary repairs.
- Perform strenuous manual labor, often exposed to inclement weather conditions.
- Assess and report information on water facility conditions to the Operations Manager.
- Safely clear debris and foreign objects from the ditches, flumes, and reservoirs.
- Calculate water flows and capacities.
- Use and maintain a variety of tools with skill and safety.
- Prepare and maintain accurate written records and reports.
- Read gauges and meters.
- Work independently, without immediate supervision.
- Read maps and diagrams of locations and facilities.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of the work.
- Read and write at the level required for successful job performance.

**Physical Demands:**

The physical demands described herein 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 the essential functions.

While performing the duties of this job, the employee is regularly required to display verbal skills to effectively interface with other staff members and the public; sit and stand for extended periods of time; walk long distances, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments; lift, push, pull and carry up to 50 lbs.; kneel, stoop, bend, squat, use hands to finger, handle, or feel objects, tools and controls, and drive a vehicle in all weather conditions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Outside:                                      Drives a vehicle and performs assigned duties in a variety of weather conditions ranging from snow and ice to 100°F.

Inside: Seldom works indoors in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals and waste treatment and collection.

Noise/Vibration: Moderate exposure to noise, and moderate vibration from tools and equipment.

**Other Requirements:**

Education/Certification:

- High school diploma or general education degree (GED)
- Must possess a valid California driver's license, have a satisfactory driving record, and be insurable by the District to operate District vehicles.

Experience:

- Minimum of two years in the maintenance and operation of raw water delivery systems.

Work Hours:

7:00 AM to 3:30 PM, five consecutive days. Subject to change as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required. May be subject to call-out for emergencies.

I have reviewed and agree to abide by the requirements of this job description.			
_____	_____	_____	_____
Supervisor's Signature	Date	Employee's signature	Date
Approved by General Manager: Approval Date: ____ / ____ / ____			