



Tuolumne Utilities District
Job Description
WATER MASTER - DISTRIBUTION

POSITION:	Water Master	DEPARTMENT:	Water Distribution
REPORTS TO:	Operations Manager		
PAY RANGE:	Range 48	DATE PREPARED:	July 2001
INCUMBENT:			

General Description:

Under the direction of the Operations Manager, plans, schedules, and supervises the delivery of untreated water; plans, directs, schedules, and supervises the maintenance, repair, and construction of the ditch system and related water distribution facilities; oversees preventive maintenance program to ensure efficient operation of the ditch system; and performs other related work as required.

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

- Supervises and actively participates in maintenance, repair, and construction of the ditch system and related water distribution facilities.
- Supervises and regulates the flow of water into and through the distribution system.
- Meets with the Operations Manager and other supervisors on a regular basis to discuss department activities, work assignments, progress, and planning.
- Plans and implements daily work schedules, ensuring that equipment and materials are available.
- Plans maintenance and repair activities to minimize impact of water use on District facilities and customers.
- Insures compliance with District and governmental safety policies, procedures, and regulations.
- Identifies training requirements for the department and makes recommendations to the Operations Manager.
- Evaluates the performance of department personnel, counsels employees, and makes recommendations of disciplinary action to the Operations Manager.
- Assists in the development and administration of the department annual budget.
- Works from maps, locating equipment, and/or reference books to locate system works.
- Enforces safety requirements and regulations in conformance with District's safety program.
- Supervises the care and maintenance of tools and equipment.

- Resolves employee grievances and work disputes prior to formal grievance procedure.

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 maintaining open ditches, flumes, reservoirs, water pipelines, meters, meter boxes, and fire hydrants.
- Techniques and practices of regulation of water flows.
- Geographic distribution of ditch system and related facilities.
- Calculation of water flow and capacity.
- Policies and procedures governing water service, operation, and encroachments.
- Principles of supervision and training.
- Operation and application of Microsoft word processing and spreadsheet software applications.
- Correct application and usage of the English language, including spelling, grammar and punctuation.
- 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 determine the most appropriate method of repair with minimal impact to customers.
- Use, and supervise the use of, a variety of hand and power tools with skill and safety.
- Read road maps, system diagrams, instructions, work orders, safety and operation manuals, letters, reports, memos, and messages.
- Supervise, train and evaluate staff.
- Provide technical advice and recommendations on water distribution activities.
- Prepare and maintain required written records and reports.
- 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.
- Assist in the recruitment and hiring of full-time and temporary personnel.

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, climb and negotiate uneven terrain; climb, ascend and descend steps and embankments; lift, push, pull and carry up to 75 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 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.
- Must possess a current California Water Distribution Grade 4 Certification.

Experience:

Minimum of eight years in the maintenance and operation of a raw water delivery system, including four years of supervision.

Work Hours:

7:00 a.m. to 3:30 p.m., Monday through Friday. Subject to change as required to meet the needs of the District. Must be willing to work overtime and/or alternate schedule when required.

I have reviewed and agree that this job description accurately reflects the position.

Supervisor's Signature

Date

Employee's signature

Date

Approved by General Manager: Approval Date: ____ / ____ / ____