



JOB DESCRIPTION

TITLE: Distribution Apprentice

FLSA Status: Non-Exempt

Reports to: Chief Distribution Operator

POSITION SUMMARY

Under the direction of the Chief Distribution Operator, the Distribution Apprentice performs apprentice-level work in the maintenance, repair, and operation of the District's water distribution system and correlative duties of customer service.

The Distribution Apprentice is primarily responsible for working within a team installing new taps and repairing water main leaks, fire hydrants and valves. The Distribution Apprentice is responsible for performing tasks safely, efficiently, and of a high-quality standard.

The Distribution Apprentice is expected to consistently demonstrate a high moral character that is supportive of the District's functions and its personnel, and to always conduct themselves in a manner that is consistent with the best interests of the District.

EXAMPLES OF DUTIES

- Knowledge of the District organizational structure, functions of the District, and the rules, regulations, policies, and procedures of the District
- Operate a variety of equipment, machinery, and hand tools when assisting in other duties
- Assess, troubleshoot, and repair components of the water distribution system
- Complete work orders assigned using District-issued smart phone or tablet
- Carry out all assigned duties in a safe manner and ensure all coworkers are following District safety policies, report non-compliance to Chief Distribution Operator
- Follow Texas-811 protocol for utility locates on all excavations
- Perform line locates submitted from Texas-811 within the time frame designated by each locate request
- Evaluates the condition of assigned equipment, tools, and vehicles to ensure they are in proper working order and being properly maintained
- Ensure record keeping of time worked and completion of work orders

- Conduct inventory assessment for all materials of trade and requests material acquisitions as needed to Chief Distribution Operator
- Work with contractors for special services pertaining to the District's water distribution system and meter reading system. This may include private road repairs, water main repairs and installations, meter replacements, troubleshooting problems with components of the AMI metering system
- Responsible for inspecting the workmanship and existence of necessary PPE and other safety equipment, and making recommendations for acquiring new or additional PPE and safety equipment
- Adhere to proper safety procedure, analyze what safety hazards may be encountered ahead of time, and will take steps to properly prepare for expected safety issues such as use of specific PPE, and will take appropriate action in the event that sudden and unexpected safety issues arise
- Performs inspections, surveys, and audits of the District's water system
- Completes detailed and organized reports
- May respond to customer complaints and questions in a manner that promotes good will toward the District, and maintains good relations with the public, other District employees, vendors, and contractors.
- An understanding of the District's Cross Connection Control Program and Rules & Regulations
- Perform other duties and responsibilities as assigned

EQUIPMENT USED

Vehicles, backhoe, trailers, excavator, submersible pumps, smart phone, tablet, laboratory equipment, computer software (email, Excel, Word), SCADA, AMI metering software and equipment

WORKING CONDITIONS

Works outdoors in extremes of heat and cold. Must be able to lift at least fifty (50) pounds. Often works in a cramped position. Works in vicinity of and is involved with construction conditions and activities (trenches, backhoes, pipe, roadways, vehicles, etc.).

Subject to call after normal working hours and is required to have a cell phone (furnished by the District). Shall work on-call, standby, and overtime when required and/or when so directed. Must respond within one (1) hour of initial call, after hours.

BASIC KNOWLEDGE, SKILLS, AND ABILITIES TO GAIN FROM THIS POSITION

- Understanding the operation and maintenance of distribution system
- Regulatory rules and requirements pertaining to public water systems
- Understanding of cross connection principles and stay up to date with changes in regulation

MINIMUM REQUIREMENTS FOR EMPLOYMENT

Experience: Entry level position, ability to communicate with the public and fellow employees in a professional and respectful manner

Other Requirements: Apprentice position is only available for a period of up to (2) years (can only be extended if the District fails to offer necessary courses). Employment will be terminated if employee is not eligible to progress to a Distribution Operator on or before that date. Distribution Operator requires a TCEQ Class "D" Water License.

Education: HS Diploma or GED

Certification: Must obtain Class "D" Water License within (2) two years of the date of employment.

Driver's license: Must hold a valid Class C Texas Driver's License