

INDIAN WELLS VALLEY WATER DISTRICT

Job Description

DISTRIBUTION CHIEF OPERATOR (Revised: 10/14/25)

Position Overview

Position Title:	Distribution Chief Operator
Employment Classification:	Non-Exempt
Department:	Construction
Reports To:	Operations Manager

Job Summary

Reports to the Operations Manager to implement WD policy and requirements as it pertains to the Construction element in conjunction with other elements of the Water District. Exercises supervisory duties over the Distribution Crews; maintains operations, personnel, and equipment to the district's standards. Ensures that water quality and quantity meet regulatory and customer requirements.

Supervision

Minimal direction provided by Operations Manager, as required.

Provide direct supervision of the Distribution Maintenance/Repair/Construction (MRC) operators on the Construction, and Maintenance crew in the performance of a variety of journeyman tasks related to the construction, maintenance, and operation of water distribution systems.

Distinguishing Characteristics

As the Chief Operator you will serve as an active, working member of the Construction or Maintenance crew. All essential job duties, responsibilities, and requirements for MRC operators are applicable to this Supervisor position, unless otherwise stated herein. Serves as "Chief Operator" as defined in California Code of Regulations, Title 22, Table 63770 "Operator Certification". In the absence of the Operations Manager, Distribution CO will be responsible for oversight of all day-to-day distribution operations.

Essential Duties

- Maintaining current active working knowledge on drinking water guidelines and standards as described by the California Department of Public Health, Environmental Protection Act, and local authorities. Follows and enforces such regulations and standards to ensure the production of safe drinking water that meets required statutes. Including managing emergency and unscheduled work, including after-hours (stand-by) response.

- Planning, assigning, and prioritizing all job duties for Construction crew operators and ensuring that jobs are performed to District standards.
- Monitoring the excavation, shoring, backfilling, and resurfacing of maintenance areas.
- Monitoring and controlling cost of labor, materials, and operating expenses for Construction Crew.
- Prepares documents for equipment procurement; participates in the bid process for maintenance and repair projects.
- Assists in the construction and field inspection processes for Capital Improvement Program projects and private developments to ensure contractors' and developers' compliance with District standards; attends pre-construction meetings; performs detailed plan checks of construction and design to ensure adherence to established policy and sound engineering practices.
- Maintaining daily lists of materials needed or on hand; reporting all materials used to warehouse administrator.
- Communicating with various cities, county, and state agencies to coordinate and accomplish the work assignment.
- Meeting with Operations Manager for job reviews and planning.
- Supervising use of specialized equipment involved in construction operations.
- Overseeing weekly source water sampling required by regulations.
- Ensuring that all construction personnel are working under safe conditions; promoting and maintaining employee safety; and ensuring compliance with all safety rules and regulations.
- Executing the selection, training, professional development, and work evaluation of construction personnel including but not limited to, discipline, evaluations, and training of potential supervisors.
- Working with Operations Manager in developing operational and capital improvement budgets for Construction Department.
- Maintaining sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
- Maintaining various records including, but not limited to, time records, equipment,

materials, assignments, projects, accident reports, safety meetings, etc.

- Staying current on the status of new and pending regulatory legislation; recommends changes to current policies and procedures in order to comply with changes in legislation.
- Assisting in the administration and enforcement of all policies, including, but not limited to, Equal Employment Opportunity requirements, Employee Assistance Program, and employee performance appraisal programs, in a fair and consistent manner.
- Exhibiting a positive work attitude; cultivating cooperative and respectful culture.
- Attending various meetings, as required. Including bi-weekly safety meetings.
- Assisting supervisors and personnel in other departments as needed.
- Performing other duties as assigned.

All other temporary work assignments which are infrequently assigned to the Distribution Maintenance/Repair/Construction positions, and not covered above, should be considered non-essential tasks, duties, or responsibilities.

Note: The Essential Function Job Description for the Distribution Maintenance/Repair/Construction classifications is a part of the Essential Function Job Description of the Construction Supervisor and is to be attached hereto.

Skills and Abilities

Knowledge of:

- Must possess working knowledge of all materials, vehicles, tools, and equipment necessary for proper completion of all Distribution Maintenance/Repair/Construction tasks.
- Must possess strong knowledge and understanding of various water disinfection methodologies.
- Must be proficient in the operation of desktop computers, printers, and scanners.
- Must be proficient in Microsoft office products or equivalent to Word, Excel. Ability to learn CMMS, and GIS software for work-orders and asset management.

Ability to:

- Must possess reading, mathematics, written and oral language abilities in order to perform the essential functions of the job as outlined in Section Eight.

- Must be able to operate and maintain all hand tools, power tools, and heavy equipment necessary for proper completion of all Distribution Maintenance/Repair/Construction tasks.
- Must be able to safely operate and maintain assigned motor vehicle.
- Must be able to operate a telephone and two-way radio, knowledge, and proper use of hand signals for equipment operation and material handling, and communicate with office personnel, co-workers, and the public.
- Must be able to respond to after-hour emergencies within 30 minutes of notification, as necessary.
- Must be able to make sound, independent decisions within established policy and procedural guidelines.
- Must be able to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Must be able to maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
- Must be able to maintain sound and cooperative working relationships with co-workers, crew leaders, and management to ensure output of a good and efficient product of service.
- Must be able to interpret and apply District, State, and Federal policies, procedures, rules, and regulations.

Minimum Qualifications

In order to be considered for this position, the applicant must meet all of the criteria below.

- **Experience:** A minimum of three years of experience in Distribution Maintenance/Repair/Construction operations.
- **Education:** Must possess High School Diploma, or equivalent certification.
- **Certifications:** Must possess current State of California Water Distribution Grade 3.
- **Licenses:** Must possess State of California Class B Driver's License.

Physical Requirements and Working Conditions

The physical requirements and the physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

The District will provide reasonable accommodation in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

Equal Employment Opportunity

The Indian Wells Valley Water District is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, age, disability, veteran status, genetic information, or any other protected category under federal, state, or local law.

Unless otherwise covered by a Memorandum of Understanding or other agreement, employment with the District is considered at-will, and nothing in this job description alters that status.

Distribution Chief Operator: Revised Job Description Approval

Department Manager Recommendation: 
General Manager Approval: 
Received and Recorded by Human Resources:

**George Croll
GENERAL MANAGER
IWV WATER DISTRICT**