4699 HOLLISTER AVENUE
GOLETA, CALIFORNIA 93110-1999
TELEPHONE 805/964-6761
FAX 805/964-7002

October 2026

RE: Distribution Operator I (Salary Range $81,661 - $94,533/Annually, plus benefits)

Dear Applicant:

Thank you for your interest in employment at the Goleta Water District, an equal opportunity employer.

Goleta Water District currently has a need for full-time Distribution Operator I. Under immediate supervision, this entry-level class performs work on the water service system involving routine and repetitive maintenance, installation and repair assignments, including reading, testing, maintaining, servicing, and replacing water meters and field-based customer service activities. Performs other work-related duties as required. May be assigned to on-call duty. Shift work may be required.

- Installs, maintains, and repairs water mains, water service connections, fire hydrants, and valves.
- Sets up barricades and other warning devices to channel traffic around construction areas or other hazards.
- Cuts, taps, and threads water pipe and makes copper, plastic or other joint connections.
- Operates power driven machinery such as jackhammers, tampers or other similarly sized equipment.
- Opens and closes main valves, manually or with a valve-operating machine, for water main extensions or repairs.
- Locates valves and water meters using quarter section maps or electronic detectors.
- Raises, lowers or relocates water mains, water meters, valves, and fire hydrants to allow clearance for other utilities or improvements.
- Sets meter boxes and water meters and records meter readings and other required meter identification information.
- Assists in the maintenance of truck, tools and other equipment.
- Performs minor installation, repair and maintenance of mechanical equipment.
- Flushes, cleans, repairs and disinfects storage tanks, reservoirs, mains, and appurtenances.
- Operates electronic meter reading equipment.
- Locates and reads, turn on and turn off water meters on an assigned route and records readings on electronic meter reading equipment.
- Checks to see that meters are functioning properly and reports or repairs meter defects.
- Cleans out flooded and buried meters.
- Performs tests on meters for accuracy and certifies correct calibration at various flow rates.
- Adjusts, cleans, or replaces meter boxes.
- Responds to customer service requests for lock-offs, pressure checks, water wasting and customer complaints.
- Makes telephone contact with customers and schedules appointments for pressure checks and customer leaks and meter changes.
- Advises customers regarding water service-related procedures and apparatus.

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In addition, the Distribution Operator I position must have one (1) year of experience in general maintenance and construction work. Possession of an appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration. Possession of a certification issued by the California State Department of Health Services as a Grade D2 Water Distribution Operator within two (2) year of placement in this class.

To apply for the Distribution Operator I, please submit current resume, **employment application and supplemental questions to: hr@goletawater.com**. It is important that your application reflect all relevant education and experience. We do not accept resumes in lieu of employment applications. **This position is open until filled.**

Sincerely,

Human Resources

Enclosures: Job Description & Application for Employment and Supplemental Questions

GOLETA WATER DISTRICT

Class Title:	Distribution Operator I
Department:	Engineering & Infrastructure
FLSA Status:	Non-Exempt
Supervised By:	Chief Distribution Operator
Supervises:	None

Class Summary

Under immediate supervision, this entry-level class performs work on the water service system involving routine and repetitive maintenance, installation and repair assignments, including reading, testing, maintaining, servicing, and replacing water meters and field-based customer service activities. Performs other work-related duties as required.

May be assigned to on-call duty. Shift work may be required.

Advancement to the next level of this class series is based upon determination by the District that the employee meets the qualifications, employment standards and special requirements of the next level and is assigned and competently performs the duties at the higher level.

Essential Duties and Responsibilities

1. Installs, maintains, and repairs water mains, water service connections, fire hydrants, and valves.
2. Sets up barricades and other warning devices to channel traffic around construction areas or other hazards.
3. Cuts, taps, and threads water pipe and makes copper, plastic or other joint connections.
4. Operates power driven machinery such as jackhammers, tampers or other similarly sized equipment.
5. Opens and closes main valves, manually or with a valve-operating machine, for water main extensions or repairs.
6. Locates valves and water meters using quarter section maps or electronic detectors.
7. Raises, lowers or relocates water mains, water meters, valves, and fire hydrants to allow clearance for other utilities or improvements.
8. Sets meter boxes and water meters and records meter readings and other required meter identification information.
9. Assists in the maintenance of truck, tools and other equipment.
10. Performs minor installation, repair and maintenance of mechanical equipment.

11. Flushes, cleans, repairs and disinfects storage tanks, reservoirs, mains, and appurtenances.
12. Operates electronic meter reading equipment.
13. Locates and reads, turn on and turn off water meters on an assigned route and records readings on electronic meter reading equipment.
14. Checks to see that meters are functioning properly and reports or repairs meter defects.
15. Cleans out flooded and buried meters.
16. Performs tests on meters for accuracy and certifies correct calibration at various flow rates.
17. Adjusts, cleans, or replaces meter boxes.
18. Responds to customer service requests for lock-offs, pressure checks, water wasting and customer complaints.
19. Makes telephone contact with customers and schedules appointments for pressure checks and customer leaks and meter changes.
20. Advises customers regarding water service-related procedures and apparatus.

Mental and Physical Requirements/Working Conditions

1. Regularly drives a vehicle in conducting District business.
2. Operates District vehicles and/or equipment.
3. Communicates orally, in writing and with drawings with district management, coworkers and the public.
4. Writes in a clear and legible manner.
5. Regularly uses a telephone, radio and/or computer for communications.
6. Operates office equipment including computers and peripheral hardware and software, copiers, faxes, printers and calculators.
7. Demonstrates alertness and flexibility to changing demands.
8. Hearing and vision are within normal ranges.
9. Must be able to carry and lift 50 lbs.
10. Sits, stands and walks for extended time periods.
11. Walks on uneven terrain.
12. Stoops, kneels, crouches, bends, reaches, squats and climbs during work.
13. Works in confined spaces.
14. Works in both indoor and outdoor environments in all types of weather.

15. Works in an environment with exposure to dust, dirt, water, chemicals and significant temperature changes between cold and heat.
16. Works with cleaning solutions and/hazardous chemicals.
17. Wears hardhat, respirator and other safety equipment.
18. Practices animal control and avoidance procedures.

Qualifications

Education and Skills Training:

1. High school diploma or GED (General Equivalency Diploma).

Experience:

1. One (1) year of experience in general maintenance and construction work.

Employment Standards

Demonstrated ability to:

1. Behave in a positive, harmonious, professional, and competent manner with the public, customers and district employees.
2. Effectively explain District functions, the content of District rules, Regulations, and
3. Ordinances with customers, the public, contractors and other organizations.
4. Carry out duties with a positive concern for the District, the public, customers and District employees, in a professional and courteous manner, exercising tact and diplomacy.
5. Establish, interact and maintain a positive and cooperative working relationships with others.
6. Maintain calm, courteous and professional demeanor in the face of a sometimes-vitriolic public and other individuals.
7. Communicate in a clear, understandable fashion orally and in writing.
8. Understand and follow oral and written directions.
9. Complete assignments in a timely manner.
10. Learn, read, understand, explain, and apply job-related District rules, practices, and procedures.
11. Exercise initiative, take personal responsibility and follow through on assigned work.
12. Use typical hand and power tools involved in construction and maintenance work.
13. Operate modern office equipment such as a computer, calculator, copiers, faxes,

printers, date stamps, postage meter, and other peripheral hardware and software in a proficient, competent manner.

14. Adhere to workplace safety rules and regulations.
15. Safely operate assigned motorized vehicles and power-driven equipment.
16. Maintain accurate records.
17. Perform arithmetical calculations.

Knowledge of:

1. Methods, materials, tools and equipment used in general construction work.
2. Basic hydraulics.
3. Mechanical equipment and devices used in water systems.
4. Basic plumbing and pipe fitting materials and methods.
5. Principles of water meter operation and measurement systems.
6. Methods, materials, tools, and equipment used in water meter reading, maintenance, and repair work.
7. Chemicals used in cleaning meter components.
8. Installation, maintenance and repair of water meters.
9. Location of District meters.

Special Requirements

Possession of an appropriate valid California Driver's License. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations for at least two (2) years' duration.

All certifications listed below must be obtained by the time period stated herein or employee may be subject to termination.

Possession of a certification issued by the California State Department of Health Services as a Grade D2 Water Distribution Operator within two (2) year of placement in this class. This certification must be kept current at all times once received.

Please return to:
hr@goletawater.com

Position Applied For: _____

APPLICATION FOR EMPLOYMENT

An Equal Opportunity Employer

INSTRUCTIONS

Please read the job bulletin to determine if you meet the requirements for the position you applied for. Type or print ink. Answer all questions completely and accurately. Include any additional information pertaining to your qualifications for the position. False statements are cause for rejection of the application, removal of name from eligibility list or dismissal from position. All information is subject to verification, including conviction records and former employers.

CONDITIONS OF EMPLOYMENT

If hired, applicant:
- must submit proof of U.S. Citizenship or legal right to remain and work in U.S.
- must submit proof of age
- must pass a physical examination which includes drug/alcohol testing
- is subject to a background check

NAME: _____
Last First Middle Initial

ADDRESS: _____
Number Street

_____
City State Zip Code Email Address

PHONE: ( ) _____ ( ) _____
Daytime Evening

Are you willing to work:

Part-time	Yes	No	Temporary (hourly)	Yes	No
Nights	Yes	No	Weekends & holidays	Yes	No

EDUCATION AND TRAINING (Add additional sheets as necessary)

Circle highest grade completed:

6 7 8 9 10 11 12 13 14 15 16 MA Ph.D.

Name & location of last grade or high school attended:

Did you graduate?

Name & location of Trade or Vocational Schools/Colleges/Universities/Apprentice or Training Programs attended:	Number of Units Completed	Qtr. √	Sem. √	Major/Subjects	Degrees/Certificates

SPECIAL SKILLS

List other formal training programs, which may be related to the type of employment you are seeking:

_____

_____

_____

Licenses and Certificates (State, Professional, Trade, etc.)

_____

_____

_____

CERTIFICATE OF APPLICANT: **I certify that all statements made in this application and attachments are true and complete to the best of my knowledge. I understand that any false statements or omissions of material facts will subject me to disqualification or dismissal.**

SIGNATURE:_____ **DATE:**_____

NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION. **NAME:**

EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

Dates of Employment:	
From: _____/_____/_____ MO/DAY/YR To: _____/_____/_____ MO/DAY/YR Hours Per Week:_____ Supervisor Name & Title: _____ Phone:_____ May we contact this employer? Yes ☐ No ☐	*Employer Name:*_____ *Your Title:*_____ *Your Duties:* _____ _____ _____ _____ _____ _____ _____ *Reason for Leaving:* _____

Dates of Employment:	
From: _____/_____/_____ MO/DAY/YR To: _____/_____/_____ MO/DAY/YR Hours Per Week:_____ Supervisor Name & Title: _____ Phone:_____ May we contact this employer? Yes ☐ No ☐	*Employer Name:*_____ *Your Title:*_____ *Your Duties:* _____ _____ _____ _____ _____ _____ _____ *Reason for Leaving:* _____

Dates of Employment:	
From: _____/_____/_____ MO/DAY/YR To: _____/_____/_____ MO/DAY/YR Hours Per Week:_____ Supervisor Name & Title: _____ Phone:_____ May we contact this employer? Yes ☐ No ☐	*Employer Name:*_____ *Your Title:*_____ *Your Duties:* _____ _____ _____ _____ _____ _____ _____ *Reason for Leaving:* _____

NOTE: A RESUME WILL NOT SUBSTITUTE FOR THIS SECTION. **NAME:**

EXPERIENCE

List all periods of employment and unemployment for the last 10 years, starting with the most recent and working back. Start with present employment, including employment with the District. Indicate any discharge or forced resignation. Please include volunteer, military or other special experience, which applies to the position you are seeking. (Add additional sheets as necessary.)

Dates of Employment:	*Employer Name:*_____ *Your Title:*_____
From: _____/_____/_____ MO/DAY/YR	*Your Duties:* _____
To: _____/_____/_____ MO/DAY/YR	_____
Hours Per Week:_____	_____
Supervisor Name & Title:	_____
_____	_____
Phone:_____	_____
May we contact this employer? Yes ☐ No ☐	*Reason for Leaving:* _____

Do you need special accommodations in the selection process? Yes ☐ No ☐

If yes, please describe:_____

_____

Are you related by blood or marriage to any current district employees? Yes ☐ No ☐

If yes, individual: _____ _____
Name Relationship

Have you ever been employed by the District? Yes ☐ No ☐

If yes, give dates and positions held: _____

_____

Where did you learn of this opening?

Friends ☐ District Recruitment Brochure ☐ Advertisement (which publication)_____

NOTICE TO APPLICANTS: All appointments shall be subject to a minimum 12-month probationary period. The probationer may be released at any time during this period without cause or appeal.

Distribution Operator I

SUPPLEMENTAL QUESTIONS

Please describe in detail your experience in the following areas.

A) Repairing water main line and service line leaks:

B) Operating backhoes, dump trucks, tapping machines, jackhammers, and related equipment:

C) Installation of new water services, hydrants, and main line valves:

Distribution Operator I

SUPPLEMENTAL QUESTIONS

D) Replacing water meters and meter boxes:

E) Documentation and overall project management skills:

F) Safe practices developed and followed in day to day distribution construction related activities: