



Utility Operations Maintenance Worker I & II (Flex)

Agency/Department: Utility Operations

Reports to: Utility Operation Crew Chief,
Utility Operations Supervisor,
Utility Operations Manager.
Supervises: n/a

JOB SUMMARY:

Position performs a variety of semi-skilled and/or skilled tasks in maintenance, operation, repair, replacement, construction, and system(s) improvements work on District wastewater and potable water systems. Utilizes tools and/or operates equipment in and/or for these tasks as applicable.

DISTINGUISHING CHARACTERISTICS:

Maintenance Worker I – This is the entry level class in the Utility Operations Maintenance Worker series. Positions in this class usually perform most of the duties required of the Maintenance Worker II's but are not expected to function at the same skill level and usually exercise less independent direction and judgment on matters related to work procedures and methods. Generally, changes in procedures or exceptions are explained in detail as they arise. Under the flexible staffing concept, positions assigned to the Maintenance Worker I class may reasonably expect to progress to the II level with training, experience, and continued demonstration of satisfactory job performance.

Maintenance Worker II – This is the journey level advanced class in the Utility Operations Maintenance Worker series. Positions within this class are normally filled by advancement from the Maintenance Worker I class. Appointment to the II level requires that the employee be performing substantially the full range of duties for the class and meet the certification standards for the class, as defined in this document. When filled from the outside, position requires applicable certifications and prior experience

All positions assigned to this advanced class require the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate a full range of tools and/or equipment applicable to the specific task and/or function assigned.

SUPERVISION RECEIVED/EXERCISED:

Maintenance Worker I - Receives immediate supervision from the Utility Operations Supervisor and/or the Utility Operations Manager and technical and functional supervision from the Utility Operations Crew Chief.

Maintenance Worker II – Receives general supervision from the Utility Operations Supervisor and/or the Utility Operations Manager and technical and functional supervision from the Utility Operations Crew Chief. Task assignments may require that the II level position delegates and provide indirect supervision to Maintenance Worker I personnel and seasonal workers within the department when applicable. May provide indirect supervision to Maintenance Worker personnel as a crew leader, and/or may act as Utility Operation Crew Chief on an intermittent basis when necessary.

EXAMPLES OF ESSENTIAL DUTIES:

The following reflects the general duties and responsibilities of this position and should not be considered all-inclusive. Other duties as assigned may occur, including work in other functional areas in the department to cover absences or meet urgent priorities as prioritized by supervisor.

Essential Duties:

WASTEWATER & POTABLE WATER:

- Maintains, inspects, repairs, and operates pumping, distribution, storage, and collection systems.
- Performs required labor involved in construction and maintenance of projects as part of a crew; including: laying pipe, trenching, back filling, pavement cutting, ditch digging, manhole and line cleaning, and pipe repair.
- Cuts, fits, lays, repairs, taps, cleans and flushes water and sewer mains & services
- Installs, maintains, inspects, removes, and/or repairs: pipe, valves, fire hydrants, connections, manholes, service lines, clean-outs, vaults, etc.
- Surface restoration: AC, concrete, revegetation, stabilize, etc.
- Clean-up and restoration as applicable per project and/or job.
- Assists in shutting off and/or isolating broken sections of water mains.
- Sewer by-passing operations.
- Services water supply and distribution systems and wastewater collection systems. May service other District facilities on an "as needed" basis.

GENERAL – WASTEWATER & POTABLE WATER:

- Maintain records, files, reports, work orders relating to inspections and maintenance; prepare, update, and/or maintains District files, records, work orders, and/or accounts
- Locates and marks locations of utilities prior to excavations
- Research, responds, investigates, troubleshoots, and/or repairs found issues and/or public complaints as applicable.
- Public outreach on service interruptions.
- Represents District in positive manner.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools prior to and after use.
- Drives trucks of various sizes and weights in the loading, hauling and unloading of equipment, gravel, sand, concrete, and base rock.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

SAFETY:

- Performs all duties in conformance to appropriate safety and security standards. Incumbent shall maintain level of personal grooming and physical fitness needed to comply with all job related state and federal safety laws. Incumbent shall be required to use all personal protective equipment required by state and federal law.
- Safely operates a variety of power construction and maintenance equipment used in the water and wastewater.
- Must be able to meet all occupational health and safety standards and requirements dictated by local, state and federal law.

Other Duties May Assist In:

WATER QUALITY:

- Collect and/or deliver samples per regulatory agencies.

- Backflow (if competency has been demonstrated) may perform: inspections, testing, notification, enforcement, repairs, etc.

WATER QUANTITY:

(METERS, APPURTENANCES, SERVICE VALVES, LEAK DETECTION, EXCESSIVE USE):

- Installs, maintenance, removals, repairs, testing, reading, turn on/off, etc.

GENERAL – WATER QUALITY:

- Ensure schedules are maintained and met to comply with all applicable regulatory agencies.
- Research, analyze, compile, and summarize information and data from variety of sources.
- Assists, prepares, writes, and/or files: reports, documentation, correspondences, and/or other submittals per regulatory agencies and/or for District
- Enforce District and/or regulatory agency programs and/or regulations
- Public outreach & education on District and/or regulatory agency programs and/or regulations.
- Research, responds, investigates, troubleshoots, and/or repairs found issues and/or public complaints as applicable.
- Maintain compliance with regulatory agencies as found, learned, and/or identified; communicate with other employees to ensure understanding across department

Peripheral Duties:

- Attend: trainings, classes, seminars and/or workshops related to sewer and/or water operations, maintenance, and compliance.
- Expected to work standby duty on a rotational basis after completing twelve-month probationary and training period.

MINIMUM QUALIFICATIONS:

Any Combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. A typical combination includes:

EDUCATION: High School diploma, GED or recognized equivalent.

EXPERIENCE:

Maintenance Worker I: One year of experience in construction, repair, and operation and maintenance of water and sewer systems is desirable.

Maintenance Worker II: Two years of related field and equipment experience and satisfactory knowledge of applicable duties listed under Examples of Essential Duties.

KNOWLEDGE OF:

Fundamental Required Knowledge:

- Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities including hazards associated with the work and proper safety precautions; ordinances, and rules involved in truck and heavy equipment operations;
- Operational and maintenance practices of water distribution systems, water treatment, and hydraulics.
- Purposes, skills, and uses of a variety of vehicles, equipment, power tools and hand tools including motorized, pneumatic, and hydraulic equipment; standards relating to installation, location and required maintenance of traffic signs and pavement markings;
- Properties of backfill materials, construction materials, concrete, and a variety of other materials used in maintenance work;

- Equipment, methods, procedures, and materials used in the installation, repair, maintenance, testing, and/or cleaning of wastewater and water mains, lines, water meters, and related facilities; pipefitting and cement work; and
- Occupational hazards and standard safe work practices as necessary in the area of work assigned.

Desired Knowledge

- Techniques involved in taking water samples, testing methods and performing related tests.
- Principles of Cross-Connection Control (Backflow prevention).
- Basic mathematics to include some Algebra and Geometry.
- Pertinent federal, state, and local laws, codes and safety regulations.
- Working knowledge of computers and computer software such as word processing, spreadsheets, and inter-relational databases; modern office practices and procedures.

SKILL IN:

- Operation of motorized vehicles and equipment, for example, dump truck, pickup truck, utility truck, back hoe, sewer flusher, tamper, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, and detection devices.

ABILITY TO:

Required Abilities

- Perform skilled maintenance, construction, and repair work in the area of work assigned;
- Perform heavy manual tasks; to work safely and adhere to established safety principles and practices;
- Communicate effectively verbally and in writing; to establish and maintain effective working relationships with employees, other departments and the public;
- Work effectively in the absence of close supervision;
- Operate a variety of vehicles and equipment in a safe and effective manner;
- Read and interpret basic maps and blueprints;
- Understand and carry out written and oral instructions;
- Work under pressure and/or frequent interruptions;
- To work in inclement weather.
- Communicate clearly and concisely, both orally and in writing.
- Work with angry or difficult customers.
- Deal tactfully with contractors, property owners, and management companies as needed.

Desired Abilities

- Ability to analyze and interpret the results of a variety of laboratory tests of water.
- Maintain accurate records and prepare appropriate reports.
- Research and learn new rules, regulations, policies and techniques.
- Physically collect water samples and investigate water quality complaints in the field.

LICENSES:

Maintenance Worker I

- Possession of or the ability to obtain within 18 months from date of hire a State of California or Nevada Class B or higher Commercial Driver's License (CDL).
- Acceptable driving record at the time of appointment and throughout employment.

Maintenance Worker II

- Possession of or the ability to obtain within eighteen (18) months a California or Nevada Class B or higher CDL either at the date of hire or promotion.
- Acceptable driving record at the time of appointment and throughout employment.

CERTIFICATIONS:

Maintenance Worker I

- Possession of or the ability to obtain within (18) eighteen months a California DPH Water Distribution Operator Grade 1 (D1) certification.
- Possession of a California DPH Water Distribution Operator Grade 2 (D2) certification desirable.
- CWEA Collection System Operator Grade 1 (C1) certification desirable.

Maintenance Worker II

- Possession of or the ability to obtain within (18) eighteen months a California DPH Water Distribution Operator Grade 1 (D1) certification.
- Possession of a California DPH Water Distribution Operator Grade 2 (D2) certification desirable.
- CWEA Collection System Operator Grade 1 (C1) certification desirable.
- CWEA Collection System Operator Grade 2 (C2) certification desirable.
- Possession of a California – Nevada Section AWWA Backflow Prevention Assembly Testers certification desirable.

Failure to obtain required license(s)/certification(s) may result in immediate dismissal from position.

TOOLS AND EQUIPMENT USED:

- Motorized vehicles such as dump truck, pickup truck, utility truck, backhoe;
- Tools and equipment such as sewer flusher, tamper, pumps, compressors, jackhammers, whackers, sanders, rock drills, generators speed shoring;
- Common hand and power tools such as saws, shovels, wrenches, digging bars, sledge hammers, ladders, picks used to move manhole covers, detection devices;
- Telephone, cell phone, radio, traffic control devices, and various related hand, electronic, computer, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. On a case-by-case basis reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; and walk or sit. The employee is frequently required to climb or balance; stoop, kneel, crouch or crawl; and smell.

The employee must regularly and safely lift and/or move up to 50 pounds and frequently in excess of 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The employee is required to maintain physical conditioning necessary to operate motorized equipment and vehicles and the ability to perform physical labor for prolonged periods while wearing a respirator.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop mathematics; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

WORK ENVIRONMENT:

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

- Exposure to all weather conditions, including extremely severe weather (blizzards).
- May work in an environment and/or confined space where they are exposed to moving mechanical parts, in high precarious places, and is occasionally exposed to toxic or caustic chemicals, fumes or airborne particles, risk of electrical shock, vibration, slippery/uneven surfaces, noise, and in confined spaces.
- The noise level in the work environment is frequently loud.
- May be required to wear a confined space breathing apparatus.
- Occasionally works at computer workstation.
- The incumbent is subject to weekend work and 24-hour call out on a rotating basis.

FLSA Exemption status: Non-exempt, Classified

Employee Unit: General

Job Family: Operations

Class Progression:

Maintenance Worker I/II; Water Quality Control Technician I/II
Equipment Operator I/II:
Maintenance Technician I/II
Lead Water Quality Control Technician;
Utility Operation Crew Chief;
Maintenance Technician Crew Chief

Date of Last Revision: 6/10/2009

Date Approved: _____

Approved By: _____ Signed by Duane Whitelaw _____

FLEX REQUIREMENTS
Maintenance Worker I (Flex)
Maintenance Worker II

LENGTH OF TIME REQUIRED

A Maintenance Worker I may advance or flex to the Maintenance Worker II class after **6-24 months** of experience in the Maintenance Worker I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of Meets Standards or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Maintenance Worker I must also demonstrate proficiency to perform the full range of duties and meet the certification standards for the class as described in the Maintenance Worker I/II job description. This includes demonstrating proficiency in the equipment, methods, and materials used in the installation, repair, maintenance, and cleaning of wastewater and water mains, lines and related facilities and knowledge of pipefitting and cement work, sufficient knowledge of the District's water distribution and wastewater system to serve on-call, and knowledge of safety procedures and policies and performs work in a safe manner.

LICENSES & CERTIFICATIONS REQUIRED

Possession of a California DPH Water Distribution Operator Grade 1 (D1) Certification.
Possession of a California or Nevada Class B or higher CDL.