



Utility Operations Maintenance Worker I/II

DEFINITION:

Under immediate (Utility Operations Maintenance Worker I) to general (Utility Operations Maintenance Worker II) supervision, 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; cuts, fits, lays, repairs, taps, cleans and flushes water and sewer mains and services; and maintains records, files, reports, and work orders relating to inspections and completed maintenance work.

SUPERVISION RECEIVED AND EXERCISED:

Receives immediate (Utility Operations Maintenance Worker I) to general (Utility Operations Maintenance Worker II) supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

Utility Operations Maintenance Worker I: This is the entry-level classification in the utility operations maintenance worker series. Initially under close supervision, incumbents perform the ongoing tasks needed for the routine maintenance and repair of the District's wastewater and potable water systems. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Utility Operations Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained as they arise.

Utility Operations Maintenance Worker II: This is the fully qualified journey-level classification in the utility operations maintenance worker series. Positions at this level are distinguished from the Utility Operations Maintenance Worker I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions in the Utility Operations Maintenance Worker I/II class series are flexibly staffed; positions at the Utility Operations Maintenance Worker II level are normally filled by advancement from the Utility Operations Maintenance Worker I level; progression to the Utility Operations Maintenance Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; and (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions of the job.

Positions at the Utility Operations Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Performs diverse duties in servicing water supply and distribution systems and wastewater collection systems; maintains, inspects, repairs, and operates distribution and collection systems.
- Performs required labor involved in construction and maintenance of projects as part of a crew or as an individual; including: pavement cutting, ditch digging, trenching, repairing or installing pipe, water and sewer taps and back filling.
- Locates and marks locations of District utilities prior to excavations.
- Hydro clean and CCTV sewer mains and services.
- Installs, maintains, inspects, removes, and/or repairs: pipe, valves, fire hydrants, connections, manholes, service lines, clean-outs, vaults, etc.
- Assists in shutting off and turning on of water services.
- Prepares, updates and maintains records, files, reports, work orders relating to inspections and maintenance including daily work order tracking logs.
- Assists with training of seasonal workers assigned to job sites.
- Responds, investigates, troubleshoots, and/or repairs found issues and/or public complaints as applicable.
- Required to drive and operate trucks and equipment of various sizes and weights in the loading, hauling and unloading of equipment and construction materials.
- Required to drive and operate a hydro flushing / excavating truck.
- Ensures the proper use, inspection and preventive maintenance of equipment and tools prior to and after use by cleaning and checking equipment and tools, reports defects or needed repairs to supervisor.
- Expected to work standby duty on a rotational basis after completing twelve-month probationary and training period.
- Performs other related duties as assigned.

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 AND EXPERIENCE:

Utility Operations Maintenance Worker I/II – Equivalent to completion of the twelfth (12th) grade.

Utility Operations Maintenance Worker I –One (1) year of experience in construction, repair, and operation and maintenance of water and sewer systems is desirable.

Utility Operations Maintenance Worker II –Three (3) years of increasingly responsible experience in construction, repair, and operation and maintenance of water and sewer systems, or two (2) years as a District Utility Operations Maintenance Worker I with demonstrated ability and knowledge.

Positions at the Utility Operations Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

KNOWLEDGE OF:

- Operations and services of a potable water distribution and wastewater collection agency.
- Principles and practices of system inspection.
- Principles of preventive maintenance.
- Methods and techniques of troubleshoot water distribution and wastewater collection systems issues.
- Equipment, methods, procedures, and materials used in the construction, installation, repair, maintenance, and/or cleaning of wastewater and water mains, lines, water meters, and related facilities; pipefitting and cement work.
- Properties of backfill materials, construction materials, concrete, and a variety of other materials used in maintenance work.
- Principles of cross-connection control (backflow prevention).
- Basic mathematics and mathematics related chlorine dosing and hydraulics.
- Operational characteristics 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.
- Pertinent federal, state, and local laws, codes and safety regulations.
- District and mandated safety rules, regulations, and protocols.
- Record-keeping principles and procedures.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

ABILITY TO:

- Perform semi-skilled to skilled maintenance, construction, and repair work in support of the District's water and wastewater systems.
- Operate and maintain a diverse range of water distribution and wastewater collection systems, components and devices.
- Inspect, troubleshoot and diagnose system issues and malfunctions.
- Operate a variety of vehicles and equipment in a safe and effective manner.
- Read and interpret basic maps and blueprints.
- Maintain accurate records and prepare appropriate reports.
- Make accurate arithmetic computations.
- Organize own work, set priorities, and meet critical time deadlines.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted during work.

LICENSES AND CERTIFICATIONS:

Utility Operations Maintenance Worker I

Required

- Possession of, or the ability to obtain within eighteen (18) months from date of hire, a valid Class B or higher Commercial Driver's License (CDL) with a Manual Transmission and Tanker endorsement with a driving record acceptable to the District and the District's insurance carrier.
- Possession of, or the ability to obtain within (18) eighteen months from date of hire, a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.

Desirable

- California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- CWEA Collection System Operator Grade 1 (C1) certification desirable.

Utility Operations Maintenance Worker II

Required

- Possession of a valid Class B or higher CDL with a Manual Transmission and Tanker endorsement with a driving record acceptable to the District and the District's insurance carrier.
- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 (D1) certification.

Desirable

- Possession of a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 2 (D2) certification desirable.
- Possession of a CWEA Collection System Operator Grade 1 (C1) Certification desirable.
- Possession of a CWEA Collection System Operator Grade 2 (C2) Certification desirable.

Failure to obtain and maintain required license(s)/certification(s) may result in disciplinary action up to and including dismissal from the position.

TOOLS AND EQUIPMENT USED:

Motorized vehicles such as crane trucks and back hoes; light and heavy-duty tools and equipment such as and jackhammers; hand and power tools such as saws and sledge hammers, ladders, telephones, cell phones, two-way radio; traffic control devices; personal computers, word processing, and other office support systems and various related hand, electronic, and/or power tools used in utility operations maintenance, data gathering, and/or record keeping

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job in compliance with the Americans with Disabilities Act (ADA) requirements. Reasonable accommodations may be made, on a case-by-case basis, to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined workspaces, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight up to 50 pounds and frequently in excess of 75 pounds to a maximum of 100 pounds, all cases with the use of proper equipment and/or assistance from other staff.

Requires the ability to get and maintain an air tight seal with Self-Contained Breathing Apparatus for confined space entry.

ENVIRONMENTAL CONDITIONS:

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.