



Seasonal Utility Operations Maintenance Worker

DEFINITION:

Under immediate supervision, this 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; 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 supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS:

This seasonal position is an entry-level, labor classification for the utility operations maintenance workers. 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 I level but are not expected to function at the same skill level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained as they arise.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only):

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

The Seasonal Utility Operations Maintenance Worker 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.
- Assists with locating and marking locations of District utilities prior to excavations.
- Assists with Hydro clean and CCTV sewer mains and services.
- Assists with installing, maintaining, inspecting, removing, and/or repairing: 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.

- 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.
- 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.
- 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:

Equivalent to completion of the twelfth (12th) grade.

Experience in construction, repair, and operation and maintenance of water and sewer systems is desirable.

KNOWLEDGE OF:

- 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.
- 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:

- Possession of a valid Driver's License along with a driving record acceptable to the District and the District's insurance carrier.

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 sledgehammers, 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 accommodation 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 airtight 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.