

MIDWAY HEIGHTS COUNTY WATER DISTRICT
JOB SPECIFICATIONS FOR
WATER UTILITY MAINTENANCE WORKER I & II

DEFINITION:

Performs semi-skilled and skilled labor in the installation, maintenance, and repair of water distribution systems; and performs related work as required.

DISTINGUISHING CHARACTERISTICS:

WATER UTILITY MAINTENANCE WORKER I -

This is the entry-level class in the Water Utility Maintenance Worker series. This class is distinguished from the Water Utility Maintenance Worker II class by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. All tasks are performed under immediate supervision from higher level supervisory and management staff.

WATER UTILITY MAINTENANCE WORKER II -

This is the full journey-level class in the Water Utility Maintenance Worker series. Employees within this class are distinguished from the Water Utility Maintenance Worker I class by the performance of the full range of duties assigned, including the operation of the full range of tools and mechanical equipment related to a specific assignment and the ability to work independently, exercising judgment and initiative. Employees at this level receive "as-needed" instruction or assistance from higher level supervisory and management staff, and are fully aware of the operating procedures and policies of the District.

EXAMPLES OF DUTIES:

- Installs, repairs and replaces valves, meters, double check valves, water services, fire hydrants and blow-offs.
- Excavates, flushes and repairs water mains.
- Makes taps for water services.
- Collects water samples for chlorine, physical and bacteriological tests.
- Maintains records related to work assignments.
- Reads and records water meter readings.
- Clears brush from district facilities and easements.
- Operates equipment such as a pipe threader, concrete saw, pumps, pipe locator, tapping machine and double check valve test kit.
- Performs work area traffic and safety control.
- Responds to requests and inquiries from customers of the water district.

- Is familiar with and utilizes proper safety precautions related to all work performed.
- Performs work in emergency situations as required.

- Performs a wide variety of physical work and semi-skilled labor.
- Drives the service vehicle.
- Depending upon proficiency, may be called upon to operate a wide variety of field equipment, with training on operation and safety to be provided by supervisory staff.
- May be on-call evenings and weekends.

PHYSICAL DEMANDS OF THE JOB:

- Ability to work in an outdoor environment, during all types of weather conditions.
- Frequent walking/climbing on wet, slippery and uneven surfaces, bending, stooping, kneeling, lifting and carrying up to 80 pounds.
- Hearing and vision within normal ranges, or corrected to within normal ranges.
- Fine and gross motor skills necessary for the operation of a wide variety of equipment.
- Ability to communicate orally and in writing with District board members, co-workers, and the public.
- Work with hazardous chemicals may be required.

EMPLOYMENT STANDARDS:

WATER UTILITY MAINTENANCE WORKER I -

Knowledge of:

- Basic mechanical and hydraulic principles as related to the installation, maintenance and repair of water distribution systems; safe work practices.

Ability to:

- Learn to perform unskilled and semi-skilled tasks in a variety of water utility maintenance and service activities.
- Follow directions under supervision.
- Perform heavy manual labor.

Education/Experience:

Any combination of education and experience that would likely provide the required knowledge and skills is desirable. Minimum requirements are as follows:

- Graduation from high school or equivalent.
- Experience in related work is desirable, but not required.

License or Certificate:

Driver License: Possession of a valid California Class C Driver License will be required at the time of appointment. Failure to maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.

- Possession of a State of California Water Distribution Operator Certificate, Grade 1 or higher.

WATER UTILITY MAINTENANCE WORKER II -

In addition to the qualifications for Water Utility Maintenance Worker I:

Knowledge of:

- Methods, techniques and tools used in the installation, maintenance and repair of water distribution systems.

Ability to:

- Perform semi-skilled maintenance and repair work in the area of work assigned.
- Use and operate mechanical equipment, power tools, and hand tools required for the work in a safe and efficient manner.
- Work independently in the absence of direct supervision.

Education/Experience:

- One (1) year of increasingly responsible experience performing field maintenance duties comparable to those performed by a Water Utility Maintenance Worker I at MHCWD.

License or Certificate:

- Possession of a State of California Water Distribution Operator Certificate, Grade 2 or higher.
- Possession of a State of California Water Treatment Operator Certificate, Grade I or higher, is also desirable, but not required.