

APPRENTICE WATER DISTRIBUTION AND OPERATION MAINTENANCE WORKER

General Purpose

Cleaning and basic maintenance of the company facilities, equipment, and grounds. Under close supervision of the Water Distribution and Operation Maintenance Lead Worker or Water Distribution and Operation Maintenance Worker, learn to assist in the installation, maintenance, and repair water services, valves, mains, meters, hydrants, and pumps; and to perform other related duties as required. The position offers the opportunity for career training and advancement.

Distinguishing Characteristics

This is the entry level apprentice position in the Water Distribution and Operation Maintenance Worker series. Incumbents in this class learn to perform grounds upkeep and work duties related to a water distribution and operation system maintenance and service work under close supervision. This position is distinguished from the Water Distribution and Operation Maintenance Worker and Lead Water Distribution and Operation Maintenance Worker in that incumbents in the higher-level positions are experienced and skilled level workers, who perform with general supervision and assist in training others.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job level, and incumbents may expect to perform other related similar duties.

- Performs grounds maintenance; tree trimming, weed abatement, painting, etc.
- Keeps service vehicles, equipment, and service yard clean.
- Assists in digging and backfilling.
- Learns to assist in the installation, maintenance, and repair of water mains, valves, hydrants, services, meters, and pumps.
- Participates in company safety meetings.
- Have punctual and consistent attendance to work.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Uses and purposes of common hand tools, power tools, and maintenance equipment.
- Safe work practices

Ability to:

- Perform physical labor related to water distribution and operation.
- Communicate clearly and concisely, both oral and written.
- Understand and carry out oral and written instructions.
- Observe proper safety precautions.
- Work overtime, weekends, and holidays as required.
- Operate a vehicle observing legal and defensive driving practices and company policy.
- Maintain accurate records of work performed. Computer skills considered a plus.
- Obtain a State of California Water Treatment Operator (T1) License and Water Distribution Operator (D1) License within 2 years of appointment to the position.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education:

A high school diploma or satisfactory equivalent.

Experience:

Knowledge of hand and power tools.

Necessary Special Requirements

Must possess a valid Class "C" Driver's License issued by the State of California Department of Motor Vehicles.

Maintain any required licenses and certifications.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, frequently lift and/or move up to fifty (50) pounds, with assistance, and occasionally lift and/or move up to one hundred (100) pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Classification

This position is an at-will position and may be terminated by either the Company or the Employee at any time for any reason or for no reason.

Because the position is an apprentice position the Company should perform a performance evaluation at least once every ninety (90) days unless the General Manager determines that such evaluation is not necessary.

The salary for the position may be evaluated and increased by the Board based on the General Managers recommendation annually or at any other time as determined by the board.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager.

The General Manager may authorize the payment or reimbursement of costs of tuition, registration fees, testing fees, required textbooks, certification costs and other related costs related to employee obtaining a D1 and T1 license or other training as required by the Company. Employee will not be reimbursed for any such costs unless the costs are approved, in writing, by the General Manager prior to the costs being incurred and may require proof of receiving a passing grade and /or license, or both whichever may be appropriate.

This position is not a permanent position and may be eliminated, or the duties, qualifications and training required changed by the board of directors and/or the general manager, when in their judgement, it is considered necessary and proper for the efficient operation of the Company.