

## **WATER DISTRIBUTION AND OPERATION MAINTENANCE WORKER**

### **General Purpose**

Under close/general supervision of the Water Distribution and Operation Lead Maintenance Worker, to learn to install, maintain, and repair water services, valves, mains, meters, hydrants, and pumps; to learn to operate heavy equipment used in water distribution and operation service work; to learn to perform a variety of skilled water distribution and operation maintenance and service work; 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 position in the Water Distribution and Operation Maintenance Worker series. Incumbents in this class learn to perform work duties related to water distribution and operation maintenance and service work under close/general supervision. This level is distinguished from the Water Distribution and Operation Lead Maintenance Worker in that incumbents in the higher level are experienced and skilled 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 class, and incumbents may expect to perform other related similar duties.

- Assists as a crew member in the installation, maintenance, and repair of water mains, valves, hydrants, services, meters, and pumps.
- Assists in performing basic records maintenance of work performed including computer data entry.
- Learns to operate equipment such as trucks, heavy equipment, air compressors, jackhammers, and a variety of power and hand tools.
- Assists in digging and backfilling trenches; lays pipe and drills and taps water mains; locates, taps, and installs new customer services; learns to make skilled fittings and connections.
- Assists in turning on and off water services; cleans mains and flushes the water system.
- Assists in locating and marking water lines.
- Learns to investigate leaks and reports service interruptions.
- Participates in advising customers of leaks and suggests how to resolve the problems; informs customers of water shut offs for repairs.
- Learns to cut and place concrete and asphalt.
- Learns to sets up traffic control in accordance with safety standards; flags and directs traffic.
- Serves "on call" on a rotating basis and remains subject to overtime with fellow maintenance workers.
- Must be willing to work overtime, holidays, and weekends.
- Must respond to and for emergencies.
- Operates wells, pumps, motors, water treatment equipment, and other equipment.

- Changes chemical containers, delivers needed materials.
- Cross-trains in other department job duties.
- Maintains assigned company vehicle including servicing and periodic safety checks as per company policy.
- Participates in company safety meetings.
- Performs other related duties, as assigned.
- Have punctual and consistent attendance to work.
- Pass Water Distribution Operator (D1) exam and Water Treatment Operator (T1) exam for the State Water Resource Control Board within 1 year of appointment to the position and complete the application process for the D1 certification and T1 certification within 6 months thereafter.

### **Qualifications**

#### ***Knowledge of:***

- Uses and purposes of common construction and maintenance tools and equipment.
- Basic equipment operation, maintenance, and repair principles and practices.
- Basic water distribution facilities including mains, meters, hydrants, valves, and pumps.
- Principles and methods of pipe laying, fitting, welding, and concrete work.
- Safe work practices.

#### ***Ability to:***

- Perform entry level water system maintenance and operation duties.
- Learn to repair, install, and maintain water mains, services, hydrants and meters and valves.
- Maintain accurate records of work performed. Computer skills considered a plus.
- Learn to lay and fit pipe; mix, pour and finish cement; install valves and meters, hydrants, and pumps.
- Perform physical labor related to water distribution and operation maintenance and service.
- Learn to operate power-driven equipment, and welder used in water service work.
- Learn to read water meters and turn-on and off service.
- Learn to read and interpret plans, drawings, maps, and specifications.
- Communicate clearly and concisely both oral and in writing.
- 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.
- Pass Water Distribution Operator (D2) exam and Water Treatment Operator (T2) exam for the State Water Resource Control Board within 4 years of appointment to the position and complete the application process for the D2 certification and T2 certification within 6 months thereafter.

### **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:***

A minimum of one (1) year of experience in a water distribution system operation and/or related construction experience.

**Necessary Special Requirements**

Must possess an appropriate valid, Class "C" Driver's License issued by the California State 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 entry level 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.