



## WATER UTILITY WORKER I/II

Job Status: Non-Exempt  
Date Adopted: 07/01/2007  
Date Modified: 03-16-2023

Safety Sensitive Position

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

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### DEFINITION

Under supervision, performs a variety of semi-skilled and skilled duties in inspecting, installing, maintaining, and repairing water distribution system facilities; assists in maintenance tasks related to the water distribution system; and performs various tasks relative to the assigned area responsibility.

### DISTINGUISHING CHARACTERISTICS

**Water Utility Worker I** is the entry-level in the Water Utility Worker series. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

**Water Utility Worker II** is the experienced, journey-level in the Water Utility Worker series. At this level, incumbents perform the full range of duties as assigned, under less supervision, while exercising discretion and independent judgment within established guidelines.

### SUPERVISION RECEIVED AND EXERCISED

Direct supervision is received from the Operations Supervisor (Water Utility) and/or Operations Manager (Construction & Maintenance).

Technical and/or functional work direction may occasionally be provided to Water Utility Worker I/II by the Lead Water Utility Worker.

### ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### Essential Functions:

1. Installs and repairs water mains, and fire hydrants, check valves and water service lines; taps water mains; performs ground excavation work; mixes, rakes, and spreads asphalt; and patches and/or repairs excavations.
2. Locates, identifies, and marks distribution system facilities, including valves, fire hydrants, and blow-offs; advises the USA Locates organization; assists in updating District's water mapping and atlas functions.
3. Inspects, operates, and exercises gate valves to prevent freeze-ups; flushes fire hydrants and dead-end water lines in cul-de-sacs to remove sediment; takes water samples for testing.
4. Installs relocates, and adjusts meter boxes and valve cans; installs, calibrate, and exchanges water meters.

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5. Operates backhoe, front-end loader, dump truck, or vactor truck; routinely inspects and performs minor maintenance on assigned vehicles and equipment; removes and replaces defective parts.
6. Utilizes hand and power tools applicable to the work, including jackhammer, pipe locator, welding, and cutting equipment.
7. Maintains accurate records and logs of work performed, including service orders and accounting for time and materials used on various jobs.
8. Performs all work in accordance with established safety policies and procedures, including OSHA regulations relating to trench shoring and working in confined spaces.
9. May assist in orienting or training new personnel; makes recommendations on improvements to job procedures.
10. District employees are expected to work overtime, weekends, evenings, and holidays as required to accommodate the District's needs, in addition to responding as a Disaster Emergency Service Worker.
11. Regular attendance at the work site.

### **Marginal Functions:**

1. Performs weed abatement duties at various District sites.
2. Perform related duties in sewer collection system maintenance, either during normal working hours or after-hours call-outs.
3. Performs related duties and responsibilities as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

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

Methods and techniques of general construction, maintenance, and repair relating to the District's water and sewer mains, fire hydrants, service lines and laterals, and water meters.

Operational characteristics of mechanical equipment and tools used in the area of work assigned.

District service area and locations of facilities and equipment.

Valve and water line operation.

Principles and procedures of record keeping.

Basic mathematical principles.

Safe driving principles and practices.

Modern office practices, procedures, and computer equipment.

### ***Skill in:***

Operate various vehicular and stationary mechanical equipment safely and effectively, including backhoes, dump trucks, front-end loaders, and vactor trucks.

The use of standard construction hand and power tools and equipment.

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### Ability to:

Learn and perform a variety of construction, maintenance, and repair work on water and wastewater facilities.

Learn and apply plumbing, painting, welding, and electrical maintenance and repair techniques.

Learn and perform concrete finishing and repair.

Perform heavy manual labor for extended periods in a variety of climatic conditions.

Lift and carry items weighing up to 50 pounds without assistance.

Read and understand engineering plans, blueprints, schematics, maps, or sketches.

Work alone or as a member of a crew.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

### REQUIRED QUALIFICATIONS

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

<b>Job Title</b>	<b>Water Utility Worker I</b>	<b>Water Utility Worker II</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>One (1) year of experience installing, repairing and maintaining water services, mains, meters, valves, hydrants, and related facilities is desirable.</li> </ul>	<ul style="list-style-type: none"> <li>Two (2) years of experience installing, repairing and maintaining water services, mains, meters, valves, hydrants, and related facilities.</li> </ul>
<b>Education/Training</b>	<ul style="list-style-type: none"> <li>Equivalent to a High School Diploma.</li> </ul>	
<b>Required License/Certification</b>	<ul style="list-style-type: none"> <li>Possession of a valid D1.</li> <li>Possession of, or ability to obtain within one (1) year of appointment, the CWEA, Collection System Maintenance Certificate, Grade 1.</li> </ul>	<ul style="list-style-type: none"> <li>Possession of a valid D2.</li> <li>Possession of, or ability to obtain within one (1) year of appointment, the CWEA, Collection System Maintenance Certificate, Grade 1.</li> </ul>
<b>Desirable Degree/License/Certification</b>	<ul style="list-style-type: none"> <li>Valid D2.</li> <li>Valid T1.</li> <li>CWEA, Collection System Maintenance Certificate, Grade 2.</li> <li>American Welding Society, Certified Welder Certification, or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Valid D3.</li> <li>Valid T1.</li> <li>CWEA, Collection System Maintenance Certificate, Grade 2.</li> <li>American Welding Society, Certified Welder Certification, or equivalent.</li> </ul>
<b>DMV Class</b>	<ul style="list-style-type: none"> <li>Possession of, or ability to obtain within six (6) months of appointment, a valid California Class B Commercial driver's license (CDL) with air brakes, Tanker (N) endorsement, and a satisfactory driving record.</li> </ul>	

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### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The physical demands and working environment demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

#### **Environment:**

Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, vibrations, and all types of weather and temperature conditions; exposure to hazardous traffic conditions; work in or around water; work and or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

#### **Physical:**

Incumbents require sufficient mobility to work in a field environment; walk, stand, and sit for prolonged periods; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, sometimes in confined spaces or trench excavations, wear protective apparel and able to carry up to fifty (50) pounds. Operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

#### **Mental:**

While performing the duties of this class, the employee is regularly required to use oral and written communications skills; read documents or instructions; analyze and solve problems; observe and interpret data or information; use math and mathematical reasoning; learn and apply new information or skills; interact with District staff, other organizations, and customers who may be upset or dissatisfied.

#### **Vision:**

See in the normal visual range with or without correction; vision sufficient to read printed documents and to operate assigned equipment.

#### **Hearing:**

Hear in the normal audio range with our without correction.