

## Water Utility Worker I/II

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.

### **DEFINITION**

Under supervision, performs a variety of semi-skilled and skilled duties in the inspection, installation, maintenance and repair of water distribution system facilities; assists in maintenance tasks related to the water distribution system; and performs a variety of tasks relative to the assigned area of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

*This series class specification defines and describes the nature and levels of work performed in the Water Utility Worker job series.*

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 Water Utility Supervisor and/or Construction and Maintenance Manager.

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. Incumbents at any level in the job series perform the same or similar tasks.*

#### **Essential Functions:**

1. Installs, and repairs water mains, 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 gates 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, calibrates and exchanges water meters.
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.

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### **Essential Functions (continued):**

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. Regular attendance at the work site.

### **Marginal Functions:**

1. Performs weed abatement duties at various District sites.
2. Perform related duties in area of sewer collection system maintenance, either during normal working hours or during 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:**

Operation of a variety of vehicular and stationary mechanical equipment including backhoes, dump trucks, front-end loaders, and vector trucks in a safe and effective manner.  
The use of standard construction hand and power tools and equipment.

### **Ability to:**

Learn and perform a variety of construction, maintenance and repair work on water and wastewater facilities.  
Learn and apply techniques of plumbing, painting, welding and electrical maintenance and repair.  
Learn and perform concrete finishing and repair.  
Perform heavy manual labor for extended periods of time in a variety of climatic conditions.

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### **Ability to (continued):**

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**

### **Experience and Training Guidelines**

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

#### **Water Utility Worker I:**

##### **Education/Training:**

Equivalent to the completion of the twelfth grade.

##### **Experience:**

One (1) year experience in the installation, repair, and maintenance of water services, mains, meters, valves, hydrants, and related facilities is desirable.

##### **Certificate:**

Possession of a valid Water DI Distribution System Operator Certificate issued by the State Water Resources Control Board (SWRCB) is required. Possession of, or ability to obtain within 1 year of appointment, a valid Grade I Collection System Maintenance Certificate; issued by the California Water Environmental Association.

##### **License:**

Possession of, or ability to obtain within 6 months of appointment, a valid Class B California Commercial driver's license is required, together with a satisfactory driving record. Possession of a valid Class A California Commercial driver's license considered desirable, but not required.

#### **Water Utility Worker II:**

##### **Education/Training:**

Equivalent to graduation from the twelfth grade.

##### **Experience:**

Two years of experience in the operation and maintenance of a water distribution system.

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### **Water Utility Worker II (continued):**

#### **Certificate:**

Possession of a valid D2 Water Distribution System Operator Certificate issued by the State Water Resources Control Board (SWRCB). Possession of a valid Grade I Collection System Maintenance Certificate issued by the California Water Environmental Association.

#### **License:**

Possession of a valid Class B California Commercial driver's license, together with a satisfactory driving record. Possession of a valid Class A California Commercial driver's license considered desirable, but not required.

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

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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:**

Incumbent require sufficient mobility to work in a field environment; walk, stand, sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, sometimes in confined spaces or in 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 Demands:**

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.

**JOB STATUS:** Non-Exempt  
**DATE MODIFIED:** April 2022

Safety Sensitive Position