



CLASSIFICATION SPECIFICATION

WATER MAINTENANCE WORKER I

Department: Maintenance
Range:

FLSA Status: Non-Exempt
Effective Date: September 1, 2010

General Purpose

Under close supervision of the Maintenance Supervisor, to learn to install, maintain, and repair water services, valves, mains, meters, and hydrants; to learn to operate heavy equipment used in water service work; to learn to perform a variety of skilled maintenance trades work; and to perform other related duties as required.

Distinguishing Characteristics

This is the entry level class in the Water Maintenance Worker series. Incumbents in this class learn to perform unskilled and skilled water maintenance and service work under close supervision. This class is distinguished from the Water Maintenance Worker II in that incumbents in the higher level class are experienced and skilled journey 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 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 booster pumps.
- Assists in performing basic records maintenance of work performed.
- Assists in performing proper shoring of trenches and safety practices.
- 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 for contractors and District crews.
- Learns to investigate leaks and reports service interruptions; learns to repair valves and insures that they are working properly.
- Participates in advising customers of leaks and suggests how to resolve the problems; informs customers of water shut offs for repairs.
- Learns to perform a variety of related welding, carpentry, fencing, painting and graffiti removal.
- Learns to cut and place concrete and asphalt.
- Learns to sets up traffic control in accordance with safety standards; flags and directs traffic.
- Learns to locate and install irrigation sprinkler systems; performs ground maintenance, tree trimming and weed abatement.
- Raises valve boxes that have been paved over.
- Serves “on call” on a rotating basis and remains subject to overtime with fellow field workers.
- Cross-trains in other department job duties.
- Maintains assigned District vehicle including servicing and periodic safety checks.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

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

Ability to:

- Perform entry level unskilled/skilled responsible water system maintenance duties.
- Learn to repair, install, and maintain water mains, services, hydrants and meters and valves.
- Maintain basic accurate records of work performed.
- Learn to lay and fit pipe; mix, pour and finish cement; install valves and meters.
- Perform heavy physical labor.
- 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.
- Understand and carry out oral and written instructions.
- Observe proper safety precautions.
- Work overtime as required.
- Operate a vehicle observing legal and defensive driving practices.

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, and

Experience:

A minimum of one (1) year of experience in either meter service or distribution system operations and/or related construction experience, or one term (1,000 hours) as a Field Assistant with the District.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Possession of a valid, Grade I Water Treatment Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water OR Possession of a valid, Grade I Water Distribution Operator's Certificate, issued by the State Water Resources Control Board – Division of Drinking Water.

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, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

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 reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION 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 DISTRICT.