



TOWN OF YOUNTVILLE
JOB DESCRIPTION

Water System Maintenance Worker I/II

GENERAL PURPOSE

Performs a variety of unskilled and semi-skilled maintenance work, and operates a variety of equipment and tools in the construction, operation, repair, maintenance, and replacement of Town water supply, treatment or distribution facilities and systems. May also be assigned to provide general public works maintenance support work in other public works areas.

SUPERVISION RECEIVED

Water System Maintenance Worker I - Receives immediate supervision from Water System Maintenance Worker II and may receive supervision from the Public Works Supervisor/Manager

Water System Maintenance Worker II – May receive immediate supervision from The Public Works Supervisor/Manager.

SUPERVISION EXERCISED

Water System Maintenance Worker I - Generally no direct supervision. May provide technical or informational guidance to other Water System Maintenance Worker I, Maintenance Worker, part-time or seasonal workers.

Water Service Maintenance Worker II - Task assignments may require that the level II position provides technical supervision to Water System Maintenance Worker I, Maintenance Worker I/II, part-time or seasonal workers.

DISTINGUISHING CHARACTERISTICS

Water System Maintenance Worker I – This is the entry level class in the Water System Maintenance Worker series. Employees in this class normally work as part of a crew performing a variety of tasks in water maintenance activities or under the supervision of a higher class position. Work is usually closely supervised or monitored and fits a pattern, which has been established and explained before work is started. Generally, changes in procedures or exceptions to rules are explained in detail as they arise. Incumbents at the Water System

Maintenance I level are considered to be in a training status performing increasingly responsible work approaching the Water System Maintenance Worker II level

Water System Maintenance Worker II – This classification represents the fully qualified journeyman level worker in the Water System Maintenance Worker series. Incumbents are expected to handle assignments after receiving direction as to end results. Water System Maintenance Worker II are expected to independently perform a wide variety of duties related to water system installation, maintenance, repair, meter reading, customer service and other water related duties without close supervision. Advancement to the level II class requires that the employee perform substantially the level range of duties and meet the License/Certification requirements for the position. Incumbents provide onsite direction and instruction to the other Maintenance Worker I/II positions.

EXAMPLES OF DUTIES

Duties can include but are not limited to the following:

Performs and assists in a wide variety of routine, sometimes heavy, skilled and semi-skilled duties related to the installation, operation, and maintenance of water mains, valves, services, meters, hydrants, and other water supply and distribution system facilities at frequent intervals to insure that all aspects of the systems are functioning properly and in conformance with all Federal and State requirements and operating permit conditions; Assists in maintaining water quality by taking water samples and maintaining proper operation of water treatment equipment; Maintains a variety of records relating to inspections, maintenance activities, water supply, treatment, distribution, and consumption; Reads and interprets water system maps, blueprints, and USA marking requests, and marks all underground service alert requests; Responds to service calls regarding water quality, pressure and leaks. Operates leak detection devices and pipe locating equipment. Inspects water meters and backflow devices for proper operations; Reads water meters utilizing Orion remote read software and lap top computer; establishes and maintains a cooperative working relationship with citizens, businesses, outside agencies and other employees; Cleans and maintains all equipment and tools related to work on both the job site, equipment and cooperation yard; Performs all duties in conformance to appropriate safety and security standards; Sets up traffic control, reads and understands traffic control plans, and can safely direct and route traffic around and through work sites; Operates and maintains a variety of equipment, and tools including tractors, backhoes, dump trucks, compactors, concrete saws, jackhammers, chainsaws, compressors and numerous other types of light duty construction equipment and tools.

PERIPHERAL DUTIES

Operates a personal computer utilizing related software, email, calendars and other related equipment such as printers, scanners, and copy machines; Operate all equipment, vehicles and tools with skill and in a safe manner; Work independently without close supervision, and make clear decisions in times of distress; Read, understand and follow directions, plans, maps, Town standards and other related documents in a clear and concise manner; In accordance with California state law, serves as designated emergency worker in the event of an emergency; May be required to work on weekends and/or evenings in support of special events and activities; May serve on various employee or other committees as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Two (2) years of experience relating to construction, maintenance, or repair, or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

Methods, techniques, and tools used in the construction, operation and maintenance of water distribution systems. Occupational hazards and standard safety practices including necessary OSHA regulations and Department of Public Health regulations. Operation of equipment, vehicles, and tools commonly used in water construction, operation, and maintenance. Traffic laws, MUTCD regulations, traffic control and safe worksite policies and procedures.

LICENSES/CERTIFICATES

Water System Maintenance Worker I:

Obtain a California Department of Public Health Water Distribution Operator Grade 1 certificate within 18 months from hire date.

Water System Maintenance Worker II:

Must possess a Department of Public Health Water Distribution Operator Grade 2 certificate *or* a California Department of Public Health Water Distribution Operator Grade 1 certificate *and* California Department of Public Health Water Treatment Operator Grade1 certificate.

and

Obtain an American Water Works Association Backflow Prevention Assembly Tester, *or* Cross-Connection Control Program Specialist, *or* Water Use Efficiency Practitioner certification within 18 months from date of hire or advancement.

All required licenses and certificates must be current and valid as a condition of employment.

PHYSICAL DEMANDS

The physical demands described here 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 functions; While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell; The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; while performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock; The noise level in the work environment can occasionally be loud; Duties can include work during emergencies that are outside of the regular work schedule; this can be but is not limited to any time of day or night, weekends, and Holidays.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required; the duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position; The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.