

WATER SYSTEMS MAINTENANCE WORKER I/II

DEFINITION

Under immediate (Water Systems Maintenance Worker I) to general (Water Systems Maintenance Worker II) supervision, independently and/or as part of a crew, performs a variety of manual, semi-skilled and skilled duties involved in the construction, installation, maintenance, repair, inspection, testing upgrading and servicing of water distribution systems and other appurtenances common to a municipal waterworks systems; repairs and replaces water mains, service lines, streets/sidewalks, and fire hydrants, meters and meter boxes; performs water utility shut off/turn on services and provides customer notification of such activities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Water Systems Maintenance Worker I) to general (Water Systems Maintenance Worker II) supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

Water Systems Maintenance Worker I: This is the entry-level classification in the Water Systems Maintenance Worker class series. Initially under close supervision, incumbents learn and perform routine technical and professional functions related to supporting the predictive, preventative, and general maintenance of one of the field specializations within the District's water systems and appurtenances programs. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Water Systems Maintenance Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Water Systems Maintenance Worker II: This is the fully qualified journey-level classification in the Water Systems Maintenance Worker class series. Positions at this level are distinguished from the Water Systems Maintenance Worker I level by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class distinguished from the Water Systems Maintenance Worker III in that the latter provides technical and functional direction to lower-level support staff and is responsible for the more complex work.

Positions in the Water Systems Maintenance Worker class series are flexibly staffed; positions at the Water Systems Maintenance Worker II level are normally filled by advancement from the Water Systems Maintenance Worker I level. Progression to the Water Systems Maintenance Worker II level is dependent on satisfactory work performance (an overall performance rating of "exceeds standards" or higher on most recent annual performance evaluation is required), the

incumbent meeting the minimum qualifications for the classification including any licenses and certifications, and management approval.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the typical functions of the job.

Positions at the Water Systems Maintenance Worker I level may perform some of these duties and responsibilities in a learning capacity.

- Performs a variety of preventive and predictive duties, and/or assists and participates in the work of a water systems utility crew engaged in a wide variety of manual, semi-skilled and skilled duties involved in the installation, maintenance, construction, repair, inspection, testing, upgrading and servicing of the water distribution system appurtenances associated with the potable, agricultural, and reclaimed water distribution system and other appurtenances common to a municipal waterworks system.
- Performs inspection and repair work in confined spaces, such as vaults, tanks, and reservoirs.
- Sets and/or participates in traffic control activities, including safety devices, signs, and barricades; ensures safety of public and work crew.
- Observes safe work methods and uses appropriate safety equipment; secures worksites from safety hazards as necessary; attends safety meetings.
- Operates and maintains a variety of equipment and power tools used in domestic, reclaimed, and agricultural water system maintenance and construction work, including but not limited to, vehicles, forklifts, loaders, generators, compressors, pressure washers, pneumatic, electric, rigging, hydraulic, and gasoline powered construction equipment, as assigned.
- Performs routine maintenance work in and around water meter boxes, fire hydrants, and other appurtenances as needed; performs minor repairs and weed control at District facilities.
- Completes site inspections and equipment monitoring associated with the water systems maintenance operations; reports unsafe conditions observed in the field and provides recommendations for resolving unsafe conditions.
- Maintains accurate, up to date records on all maintenance, repair and service activities conducted or planned; maintains inventory of replacement parts and equipment, as assigned.
- Provides maintenance assistance, and coordinates work assignments across functional areas, such as those involved in facilities and water systems maintenance and repair, construction/reconstruction, plant, and dam maintenance operations, as assigned.
- Operates a variety of standard office equipment and technologies, including specialized software.
- Responds to emergency call out situations and perform standby duty for emergency response on weekends and holidays, as assigned.
- May assist in orienting or training new personnel, as assigned.
- Performs related duties as assigned.

When Assigned to Construction Maintenance:

- Performs street teardowns, repairs, trenching, and installation/removal and repair of large water pipes and other appurtenances.
- Participates in various activities associated with the cutting, fitting, laying, installation, and repairing of domestic, reclaimed, and agricultural water pipelines, service lines, pumping equipment, and open canals.
- Performs a variety of water facilities maintenance work, including main line repair; service line installation, replacement, and repair; pipe cutting; line tapping; cleaning and flushing of pipelines; repairs, replaces, and installs mainline control valves, air vac/air release valves;

installs and repairs pressure reducing valves and vaults; and installation and repair of meters, valves, hydrants, and other appurtenant domestic, reclaimed, and agricultural water facilities.

- Performs minor road repairs and pavement patching.
- Performs related duties as assigned.

When Assigned to Preventive Maintenance:

- Exercises and maintains distribution system valves using manual and motorized tools; inspects, maintains, repairs, installs, and positions distribution system valves; draws maps marking and indicating size of valve; vacuums valve cans to ensure can is clean of debris; assists with preparation of reports related to distribution system, maintenance, and repair, including hydrants and valves.
- Assists in operating, exercising, and monitoring the functioning of valves and other equipment to regulate the flow of water through the distribution system; inspects valves and similar equipment on site and performs scheduled exercising as required to maintain proper working order; maintains logs.
- Performs a variety of routine maintenance on fire hydrants and air-vacs; paints and maintains fire hydrants and air-vacs; performs minor repairs and weed control and road repairs and pavement patching.
- Assists with the coordination and implementation of water system shutdowns and highlining operations; coordinates and assists with the performance of both systematic and isolated water distribution system flushing; pulls chlorine residuals to ensure proper chlorine dosage in waterline; collects Bac-T samples and sends to lab.
- Assists in locating, identifying, and marking various District facilities as required to comply with Underground Service Alert requests, utilizing a computerized information system and various line location devices.
- Performs various activities associated with the cutting, fitting, laying, installation, and repairing of domestic, reclaimed, wastewater, and agricultural water pipelines, service lines, pumping equipment, and open canals.
- Performs a variety of water facilities maintenance work including main line repair; service line installation, replacement, and repair; pipe cutting; line tapping; cleaning and flushing of pipelines.
- Repairs, replaces, and installs mainline control valves, air vac/air release valves; installs and repairs pressure reducing valves and vaults; and installation and repair of valves, hydrants, and other appurtenant domestic, reclaimed, wastewater, and agricultural water facilities.
- Performs related duties as assigned.

When Assigned to Field Services:

- Performs a variety of water facilities maintenance work including replace/install AM stops, customer valves, meter boxes, meters, AMR materials; installs/moves/removes hydrant meters, field/bench tests customer meters.
- Repairs/replaces customer service piping as needed during repairs on PVC, copper, brass, and galvanized materials.
- Responds to customer questions, concerns and requests related to meter readings, service shut-off/start-up, account and billing issues and related inquiries; serve as agency liaison to the District's customer service branch.
- Performs meter reading duties; upload and download meter reading routes; performs meter reading duties utilizing the AMR/AMI systems as well as manual reading as assigned; enters readings into computerized handheld devices.
- Performs re-reads for verification of usage; performs delinquent turn-off and on service orders; performs move in and move out readings; leaving illegal use fines and pulling meters; performs high usage rechecks and meets with customers.

- Assists with landscape irrigation surveys for commercial accounts and for existing agricultural accounts.
- Performs any related duties as required.

QUALIFICATIONS

Positions at the Water Systems Maintenance Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Operational characteristics of water systems.
- Operations, methods, materials, practices, equipment, and tools required for construction, maintenance, installation, service and repair of water and water distributions systems in assigned area.
- Basic mathematical principles.
- Occupational hazards and standard safety practices for general and specialized functions.
- Proper procedures used in the maintenance, repair and operation of safety gear, hand and power tools.
- Methods, materials, practices, equipment, and tools required for pipeline, hydrant service, and meter installation and repair.
- Practices and procedures of traffic control.
- Applicable federal, state, and local laws, codes, and ordinances relevant to the area(s) of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors and District staff.
- The structure and content of the English language to effectively perform the work.
- Modern equipment and communication tools used for business functions and program, project and task coordination and recordkeeping, including computers and software programs relevant to work performed.

Ability to:

- Perform a full range of semi-skilled and skilled duties involved in the construction, installation, maintenance, repair, inspection, exercising and servicing of the water distribution systems and other appurtenances common to a waterworks system.
- Operate a variety of maintenance equipment and tools including light power-driven equipment and hand tools required to perform specialized assignment functions in a safe and effective manner.
- Exercise and maintain distribution valves.
- Operate a variety of standard vehicles, trucks, and heavy equipment required to perform the duties in assigned area in a safe and effective manner.
- Perform heavy manual labor.
- Locate, identify, and mark various District facilities.
- Read meters; upload/download reads; troubleshoot radio read issues with vendor as required.
- Understand the different types of meters (e.g.. turbine, compound, positive displacement, magnetic) and their intended purposes.
- Maintain accurate records.
- Understand and carry out oral and written instructions.
- Organize work, set priorities, meet critical deadlines and follow-up on assignments.
- Use tact, initiative, prudence and independent judgment within general policy and procedural

guidelines.

- Effectively use computer systems, software applications relevant to work performed and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Education:

Equivalent to completion of the twelfth (12th) grade.

Experience:

Water Systems Maintenance Worker I:

- One (1) year of construction and maintenance work experience.

Water Systems Maintenance Worker II:

- Two (2) years of work experience in general operations, maintenance, installation, and repair of water utility systems, one (1) year which must have included experience in one of the identified areas of specialization.

Licenses and Certifications:

Water Systems Maintenance Worker I & II:

- Possession of, and ability to maintain throughout the course of employment, appropriate California Class C or Class A driver's license with tank and air brake endorsements, depending upon assignment.

Water Systems Maintenance Worker I:

- Possession of a valid Water Distribution Operator Grade 1 (D1) Certificate issued by the California State Water Resources Control Board.

Water Systems Maintenance Worker II:

- Possession of a valid Water Distribution Operator Grade 2 (D2) certification issued by the California State Water Resources Control Board.

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; incumbents may be required to work extended hours including evenings and weekends.

PHYSICAL

- Level Two

Incumbents require sufficient mobility to work in a field environment; walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

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 or without correction.

ADDITIONAL REQUIREMENTS

Employees on standby duty must be able to respond within a forty-five (45) minute time period to the District's Corporate Yard. Employees on-call must be able to communicate by telephone for the duration of the on-call shift.