



## **UTILITIES MAINTENANCE WORKER I/II**

### **DEFINITION:**

To perform a variety of semi-skilled and skilled tasks in the construction, maintenance, and repair of water lines, sewers, storm drains, and pump stations.

### **SUPERVISION RECEIVED AND EXERCISED:**

Immediate supervision is provided by the Utilities Maintenance Worker III/IV. Technical or functional supervision is also provided by higher level utilities personnel. For the Utilities Maintenance Worker II position, assignments may require lead responsibilities over less experienced personnel and/or temporary workers as assigned.

### **UTILITIES MAINTENANCE WORKER I:**

This is the entry level class in the Utilities Maintenance Worker series. The Utilities Maintenance Worker I often performs many of the duties required of Utilities Maintenance Worker II but is not expected to have the depth of experience, skill level and certifications of the Utilities Maintenance Worker II. As a result, the Utilities Maintenance Worker I will have fewer opportunities to exercise independent discretion and judgment on matters related to work procedures and methods.

### **UTILITIES MAINTENANCE WORKER II:**

This is the journey level in the Utilities Maintenance Worker series. This class differs from Utilities Maintenance Worker I in that incumbents perform more complex maintenance duties including working independently, exercising judgment, and operating the full range of tools and mechanical equipment related to a specific assignment. The Utilities Maintenance Worker II may also be expected to assist in the oversight and training of less experienced personnel. Positions in this class are flexibly staffed and are normally filled by advancement from level I, or by candidates with prior work experience elsewhere.

### **EXAMPLES OF DUTIES:**

The following are typical illustrations of duties encompassed by the job class; this is not an all-inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS:**

- Operate a variety of light and moderately heavy construction and maintenance equipment such as a loader, dump truck, water truck, steel rollers, High Velocity Vacuum Cleaner, mole trencher, and rubber-tired tractor with all attachments
- Operate a forklift as assigned and trained

- Perform general maintenance and repair on water distribution and/or storm and wastewater collection facilities including (but not limited to) installation, testing, and backfill of service laterals

Sanitary Sewer/Storm Assignments

- Use the Closed-Circuit Television Truck, sewer cable machine, flush sewer laterals and mains, assist in sewer tap installations, clean storm drain lines and catch basins

Water Distribution Assignments

- Assist in water tap installations
- Install, remove, and repair water meters, hydrants, service valves, and mainline valves

All Utilities Maintenance Worker I/II

- Operate equipment and vehicles with possession of all necessary licenses and certificates
- Take meter and gauge readings
- Accurately maintain records and reports
- Utilize proper safety precautions related to all performed work
- Comply with the policies and procedures in the department Injury & Illness Prevention Program (IIPP)
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the employee must be present to work on facilities and equipment impacting on the public’s health and safety

**OTHER JOB FUNCTIONS:**

- Respond to inquiries from the general public
- Prepare as-built sketches when required to convey information to engineering for graphic documentation
- Check water meters for proper operation
- Troubleshoot registers and repair as necessary
- Initiate and discontinue water service to customer accounts as directed
- Operate telemetering and flow monitoring equipment
- Work cooperatively with others
- Perform related duties as assigned
- Both assignments will require employees to be “On Call” as needed

**QUALIFICATIONS:**

**UTILITIES MAINTENANCE WORKER I**

**KNOWLEDGE OF:**

- Basic methods, tools, materials, and equipment used in general construction maintenance work
- Uses and purposes of general construction tools and equipment

- Safe work practices
- Department Injury and Illness Prevention Program

**SKILL TO:**

- Use the hand and power tools required in general construction and maintenance work
- Perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities
- Understand and carry out both oral and written directions
- Establish and maintain effective work relationships with those contacted in the performance of required duties

**ABILITY TO:**

- Perform heavy manual labor
- Learn to operate various construction maintenance equipment and machinery
- Identify possible public safety hazards

**MINIMUM EDUCATION AND EXPERIENCE:**

**EDUCATION:**

- High School Diploma or equivalent

**EXPERIENCE:**

- One (1) year of experience in construction or related field

**LICENSE AND CERTIFICATE:**

Sanitary Sewer/Storm Assignments

- Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association upon permanent employment

Water Distribution Assignments

- Possession of a California State Drinking Water Operator Certification Program (DWOC) Grade I Water Distribution Operator (D1) upon permanent employment

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- Possession of a valid California Driver's License
- Class B Driver's permit and DMV Medical Certification are required within three (3) months of hire

Prior to Permanent Appointment Employee Must Obtain

- Valid Class B Driver's License with Tank and Air Brake Endorsement
- Work Zone Safety certification issued by the International Municipal Signal Association
- First Aid and CPR certifications
- Competent Person certification
- Confined Space certification

## **UTILITIES MAINTENANCE WORKER II:**

In addition to the qualifications for Utilities Maintenance Worker I

### **KNOWLEDGE OF:**

- Methods, techniques and tools and the operational characteristics of mechanical equipment used in the construction and maintenance of water distribution systems, and/or sewers and storm drains
- Traffic laws, ordinances, and rules involved in truck and equipment operations
- Policies and procedures contained in the Department Illness and Injury Prevention Program
- Applicable codes, regulations and safety orders
- Safety precautions in the use, general cleaning and maintenance of equipment including light power equipment.

### **SKILL TO:**

- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner
- Work independently in performing semi-skilled and skilled maintenance work
- Use and operate hand tools, mechanical equipment, and power tools and equipment required for the work in a safe and efficient manner
- Read and interpret basic maps and blueprints
- Assist in the supervision and training of less experienced personnel
- Maintain written records and reports

### **ABILITY TO:**

- Perform skilled maintenance, construction and repair in the area of work assigned
- Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner in routine situations
- Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.

## **MINIMUM EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High School Diploma or equivalent.
- Courses in, or graduation from, the American Public Works Association's Public Works Institute is desirable

### **EXPERIENCE:**

One (1) year of experience performing duties comparable to those of a Utilities Maintenance Worker I.

### **LICENSE AND CERTIFICATE:**

Water Distribution Assignments

- Requires possession of a DWOCP Grade II Water Distribution Operator (D2) certificate upon hire.

#### Sanitary Sewer/Storm Drainage Systems Assignment

- Requires possession of Grade II Wastewater Collections System Maintenance certificate issued by California Water Environment Association within 18 months of hire.
- A Pipeline Assessment and Certification Program certificate issued by the National Association of Sewer System Companies (NASSCO) is desirable.

#### **ADA COMPLIANCE:**

Physical Ability: Positions in this class typically require; climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

#### **OTHER REQUIREMENTS:**

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, workspace restrictions, intense noises, and environmental dangers.