



UTILITIES MAINTENANCE WORKER III / IV WATER DISTRIBUTION

DEFINITION:

To perform a variety of skilled and semi-skilled tasks in the construction, maintenance, repair, and operation of the City's potable and recycled water distribution systems.

SUPERVISION RECEIVED AND EXERCISED

UTILITIES MAINTENANCE WORKER III:

General supervision is provided by higher level personnel. This is the Advanced Journey level of the Utilities Maintenance Worker series. It is distinguished from the Utilities Maintenance Worker II classification in that positions assigned to this class are expected to perform the most complex and highly skilled maintenance duties of the Division assigned, including highly skilled heavy equipment operation under minimal supervision.

UTILITIES MAINTENANCE WORKER IV:

This is an Advanced Journey level of the Utilities Maintenance Worker series. Additional responsibilities beyond those of the Utilities Maintenance Worker III (above) may include providing functional and technical supervision to lower-level maintenance personnel. Level IV employees will ensure a safe working environment: including assisting in the development and implementation of appropriate traffic control during all phases of work within the right-of-way.

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 moderately heavy and heavy construction and maintenance equipment including such pieces as a backhoe, Vacuum Excavator, loader, grader, roller, crane, three-axle truck, and truck with trailer
- Perform a variety of construction and maintenance operations requiring a high level of skill and expertise involving water distribution and related facilities
- Use concrete cutting equipment; operate a jackhammer; pour and finish concrete; construct concrete forms and perform rough carpentry work
- Make water taps
- Knowledge of and compliance with policy and procedures in the Department's Injury and Illness Prevention Program
- Utilize proper safety precautions and set a proper example for others
- Operate telemetering and flow monitoring equipment

- Prepare field designs and as-built drawings when required to convey information to engineering for drawing documentation
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that employee must be present to work on facilities and equipment impacting the public's health and safety.

ADDITIONAL JOB FUNCTIONS FOR UTILITIES MAINTENANCE WORKER IV:

- May act as a lead-worker for multiple crews of maintenance workers on assigned projects
- Increased responsibility and initiative for assisting in scheduling department activities and allocating resources
- Make recommendations to improve operational efficiency
- Assist in responding to challenging customer service calls and complaints.

OTHER JOB FUNCTIONS:

- Provide general information to the public, other City departments, and vendors pertaining to water distribution
- Perform duties in the general maintenance and repair of water distribution install, test and backfill water service laterals; install, remove, and repair water meters, hydrants, and valves
- Requisition materials and supplies for assigned facilities and projects
- Work cooperatively with others
- Drive vehicles and equipment as required. Perform related duties as assigned
- Meet stand-by program requirements and serve in a stand-by status after regular working hours and respond to emergency callouts

QUALIFICATIONS:

Knowledge of:

- Operational characteristics of heavy mechanical equipment used in the construction and maintenance of water systems
- Methods, tools, and materials used in the construction, maintenance and repair of water distribution systems and the characteristics of the material and equipment used
- Hazards associated with the above work and proper safety precautions to minimize risk, including appropriate traffic control devices
- The laws, ordinances and rules involved in construction, maintenance and repairs and operating trucks and heavy equipment Codes, ordinances, specifications, and standards governing the production and distribution of potable and recycled water for the City of Woodland, American Water Works Association (AWWA), California Division of Occupational Safety and Health (CALOSHA), the Environmental Protection Agency (EPA), State Water Resources Control Board (SWRCB), and others.
- Components which make up the distribution systems including life cycle estimates, condition assessment and maintenance requirements
- Computerized maintenance management systems such as CityWorks and MS office, including Excel, Word, and Outlook

Skill to:

- Perform highly skilled maintenance, construction, and repair work of water distribution systems.
- Operate and maintain machinery and equipment related to the maintenance, repair and alterations of public works operations

- Act as lead worker for crews of maintenance personnel
- Assist in the training and supervision of others in the development of the skills and abilities related to the maintenance, construction, and repair of water distribution systems, and in the safe operation of related equipment
- Oversee and monitor the work of others
- Understand and carry out both oral and written directions in an independent manner
- Use and operate hand tools, mechanical equipment and power tools and equipment required for assigned work in a safe and efficient manner
- Assist in preparation of performance appraisals
- Maintain written records and reports
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Schedule daily activities for Water Division crews

Additional Skills for Utilities Maintenance Worker IV:

- Increased responsibility for the overall scheduling Water Division activities such as preventative maintenance, and short-term and long-range system repairs.
- Offer recommendations to the Senior Utilities Maintenance Worker on work assignments, input on evaluations, etc.
- Assume the lead worker responsibilities for multiple small maintenance crews when necessary
- Provide advanced supervision and training to lower-level maintenance workers
- Proficiency with the computer programs used in the department including understanding supervisory control and data acquisition (SCADA), work order tracking software such as CityWorks, and software such as Microsoft Office
- Provide review comments on construction documents
- Knowledge of the rules and regulations governing recycled water systems

Ability to:

- Read and interpret basic maps and construction drawings
- Operate and maintain machinery and equipment related to the maintenance, repair and alterations of public works operations
- Maintain and repair light power equipment
- Perform heavy manual labor
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Additional Abilities for Utilities Maintenance Worker IV:

- Understand and execute oral and written direction independently
- Collect and enter data in an electronic format
- Interact effectively and courteously with both internal and external customers in the performance of required duties
- Interpret and apply policies and procedures
- Operate and maintain a recycled water system

MINIMUM EDUCATION AND EXPERIENCE:

Education:

- High School Diploma or equivalent

- Supplemental coursework or training in potable and recycled water production, distribution, and treatment as needed for license and certificates
- Specialized coursework in recycled water and aquifer storage and recovery is highly desirable
- Courses in, or graduation from, the American Public Works Association's Public Works Institute is desirable

Experience:

Two (2) years' experience performing duties comparable to those of Utilities Maintenance Worker I/II in water production and distribution

License and Certificate:

(Utility Maintenance Worker III and IV)

- Valid Class B California Driver's License with Tank and Air Brake Endorsements upon hire
- Class A driver's license within six (6) months of hire
- Confined Space Certification prior to permanent appointment
- Competent Person Certification prior to permanent appointment
- First Aid and CPR certifications prior to permanent appointment
- Forklift Certification prior to permanent appointment
- International Municipal Signal Association Work Zone Safety or equivalent prior to permanent appointment

Utilities Maintenance Worker III

- California State Drinking Water Operator Certification Program (DWOCP) Grade II Water Distribution Operator (D2) certificate required for placement; Grade III (D3) required prior to permanent appointment
- California Water Environment Association Grade I Wastewater Collections System Maintenance
- Backflow Prevention Assembly Tester Certification from American Water Works Association or Northern CA Backflow Prevention Association prior to permanent appointment
- California State DWOCP I Water Treatment certificate is desirable

Utilities Maintenance Worker IV

- California State DWOCP board Grade IV (D4) required upon hire
- Backflow Prevention Assembly Specialist Certification from American Water Works Association or Northern CA Backflow Prevention Association prior to permanent appointment
- California State DWOCP Grade II Water Treatment certificate 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 lbs. of force occasionally, and/or in excess of 50 lbs. of force frequently, and/or in excess of 20 lbs. of force constantly to move objects.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between 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.