

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 Supervisor. Technical or functional supervision is also provided by higher level utilities personnel. For the Utilities 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. Positions in this class will usually perform most of the duties required of Utilities Maintenance Workers I and II; however, as compared to the Utilities Maintenance Worker II, is not expected to function at the same skill level and will usually exercise less 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 the requirement to meet all Standby Program requirements, take standby duty, to work any shift, weekends, and holidays, to work independently, exercise judgment, and operate the full range of tools and mechanical equipment related to a specific assignment. This incumbent 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 the I level, or when filled from the outside requires prior work experience.

EXAMPLES OF DUTIES:

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

ESSENTIAL JOB FUNCTIONS:

Operate a variety of light and moderately heavy construction and maintenance equipment including such pieces as a loader, dump truck, water truck, steel rollers, small backhoe (Dig-It), High Velocity Vacuum Cleaner (HVVC), sewer cable machine,

mole trencher, and rubber-tired tractor with all attachments in order to perform a variety of routine construction and maintenance operations. Operate fork lift as assigned and trained. Assist in changing chlorine and sulfur dioxide tanks as assigned and trained. Perform general maintenance and repair on water distribution and wastewater collection facilities; flush sewer laterals and mains; assist in water and sewer tap installations. Install, test, and backfill water and sewer service laterals. Clean storm drain lines and catch basins. Install, remove, and repair water meters, hydrants, service valves, and mainline valves; take water meter and gauge readings; accurately maintain records and reports. Operate equipment and vehicles with possession of all necessary licenses and certificates. Utilize proper safety precautions related to all performed work. Comply with the policies and procedures in the Department IIPP. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Respond to inquires from the general public. Operate backhoe as assigned. Prepare field designs, as builds, when required to convey information to engineering for drawing documentation. Check water meters for proper operation; troubleshoot registers and repair. Initiate and discontinue water service to customer accounts. Assist in maintaining and repairing freshwater pumping facilities including the lubrication and painting of equipment. Operate telemetering and flow monitoring equipment. Work cooperatively with others. Perform related duties as assigned.

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 and the Department Injury & 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 year of experience in construction or related field.

License and Certificate:

Water Production/Distribution /Wastewater Collections/Stormwater assignments

Both assignments require possession of a Grade I Water Distribution Operator certificate issued by the California Department of Health Services prior to permanent appointment. Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association is desirable.

Both assignments require possession of a valid California Driver's License. Class B permit and DMV Medical Certification are required within three months of hire. Must obtain a valid Class B driver's license, Completion of Work Zone Safety certification issued by the International Municipal Signal Association, First Aid and CPR Certifications, Competent Person Certification and Confined Space Certification prior to permanent appointment.

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 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.

Experience:

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

License and Certificate:

Water Production/Distribution assignment – requires possession of a Grade II Water Distribution Operator certificate issued by the California Department of Health Services and a Grade I Wastewater Collections System Maintenance certificate issued by California Water Environment Association.

Wastewater Collections/Stormwater assignment - requires possession of a Grade I Water Distribution Operator certificate issued by the California Department of Health Services and a Grade II Wastewater Collections System Maintenance certificate issued by California Water Environment Association.

Both assignments require possession of a valid Class B California Driver's License with Tank and Air Brake Endorsement.

Council Action: June 20, 2006