

CITY OF RIVERBANK

SENIOR WATER UTILITY WORKER

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION:

Under general supervision, leads and participates in a variety of unskilled and semi-skilled maintenance work on the City's water system and responds to a wide range of customer service requests; reads water meters and tests water samples on a regular basis; operates a variety of tools and equipment in the performance of duties, including hand and power tools, trucks, and tractors; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; assists in the training of less experienced personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Senior Water Utility Worker** is the advanced journey level class in the Water Utility Worker series in which incumbents are expected to independently and perform the full scope of the assigned water utility duties. Incumbents are responsible for performing the full range of complex repair, maintenance, and installation related to the City's water system. The work requires independence and discretion in working with the public and in responding to customer service requests. This class is distinguished from the next higher classification of Water Supervisor in that the latter is responsible for the supervision of the Water Division in the Public Works Department.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from the Water Supervisor. Exercise functional technical, and lead supervision over lower level Water Utility Workers.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Leads, reviews, assigns, and performs the work of staff engaged in the maintenance and repair of the City's water system; responds to customer service requests; flushes and shuts off valves; uses pipe locator and construction plans to isolate leaks and makes the more complex repairs; performs installation of mains, pipes, valves and hydrants, meters, and other water system appurtenances.
- Performs the more difficult installation, reading, and maintenance of water meters and meter valves; provides and distributes information to the public as required; performs customer service functions in the daily operations of water system maintenance and meter reading; turns on and off water services for customers.
- Leads crews in the full variety of associated projects, assignments and duties; operates or directs others in the operation of light to heavy power-driven equipment as needed.
- Installs water sample stations; runs weekly water sample of wells and other water facilities; adds chlorine to wells in order to maintain proper chlorination levels; retro fits old services; repairs and

SENIOR WATER UTILITY WORKER

Page 2

maintains fire hydrants; maintains grounds surrounding well sites.

- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment.
- Performs the more complex inspections on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Repairs existing service lines, water leaks, and main service line leaks.
- Performs preventive maintenance to valves and other fixtures as scheduled or necessary; exercises valves; tests meters to ensure accuracy; searches for and repairs leaks; activates and de-activates meters; reads meters as assigned; ensures meters are functioning properly; reports problems to supervisor.
- Participates in related equipment maintenance and repair activities; orders inventory of parts and supplies needed in repair and maintenance; identifies and requisitions parts and supplies as necessary.
- Performs skilled cement, carpentry, and painting work in connection with water system repairs; performs general maintenance, debris clean up, and assists in skilled welding and mechanical work; adheres to safe work methods, procedures and practices.
- Assists other Public Works divisions when required; answers emergency calls from the public and other agencies taking appropriate action.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is also required. The incumbent may use materials and chemicals that may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The employee regularly works in outside weather conditions and near moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions, vibration and street/road traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The incumbent is required to respond to after-hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

SENIOR WATER UTILITY WORKER

Page 3

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Senior Water Utility Worker**. A typical way of obtaining the required qualifications is to possess the equivalent of three years of experience in water utility maintenance and repair with a minimum of two year at the journey level similar to that of a Water Utility Worker II in the City of Riverbank, and a high school diploma or equivalent.

License/Certificate:

Possession of a valid class B California driver's license. Possession of a Grade II Water Distribution certificate issued by the State of California Department of Health Services is required. Cross Connection Control Specialist certificate and a Backflow Assembly Tester's certificate issued by the American Water Works Association are desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Methods, materials, fittings, and tools used in repair of water systems and meter equipment; water system mains, services, hydrants, meters, and valves; methods of construction and maintenance of water services; knowledge of pipe laying and fitting; equipment used in maintenance and repair such as front loaders, backhoes, cranes, dump trucks, jackhammers; safety practices, equipment inspection techniques; City maintenance and operations standards; methods and tools required for locating and unearthing water system fixtures; geographic layout of the City; principles of plumbing and mechanical maintenance; techniques and materials used in the maintenance and repair of streets, gutters, sidewalks, valves, sewer lifts, water and sewer lines; safe work methods and safety regulations pertaining to the work, including OSHA; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; and occupational hazards and standard safety procedures.

Ability to:

Lead and perform maintenance and repair work on the City's water system; apply safety precaution measures and sound judgment; perform routine mathematical computations; perform heavy physical labor; exercise independent judgment and initiative within established guidelines without close supervision; comply with laws, regulations and professional practices governing water distribution system operations; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Safely and effectively operate a variety of vehicles, construction equipment and power and hand tools used in water system maintenance and repair.