

CITY OF RIVERBANK

WATER UTILITY WORKER I/II

*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, learns to perform and performs a variety of unskilled or semi-skilled maintenance work on the City's water system; responds to a wide range of customer service requests; reads water meters; 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:

Water Utility Worker I

The **Water Utility Worker I** is the entry-level class in the Water Utility Worker series that allows the incumbent to develop journey level knowledge and abilities. Initially, under immediate supervision, incumbents perform the more routine and less complex assignments within an established procedural framework, where there are minimal consequences of error. As experience is gained, there is greater independence of action within established guidelines. This classification is alternatively staffed with Water Utility Worker II and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

Water Utility Worker II

The **Water Utility Worker II** is the journey level class in the Water Utility Worker series in which incumbents are expected to independently and perform the full scope of assigned water utility duties. Incumbents are responsible for performing the full range of 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 Senior Water Utility Worker and incumbents may advance to the higher level after gaining experience and demonstrating a level of proficiency that meets the qualifications of the higher level class.

SUPERVISION RECEIVED/EXERCISED:

Water Utility Worker I

Receives immediate supervision from the Water Supervisor. Incumbents in this class do not routinely exercise supervision.

Water Utility Worker II

Receives general supervision from the Water Supervisor. May exercise functional and technical supervision over lower level personnel.

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

- Learns to perform and performs maintenance and repairs to 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 less difficult repairs; performs installation pipes, valves, hydrants, meters, and other water system appurtenances.
- Performs the 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.
- Installs water sample stations; may run weekly water sample of wells and other facilities; adds chlorine to wells in order to maintain proper chlorination levels; retro fits old services; repairs and 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 routine inspection 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 semi-skilled cement, carpentry, and painting work in connection with water system repairs; performs general maintenance, debris clean up, and assists in the skilled carpentry, 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.

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 **Water Utility Worker I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Water Utility Worker I

Willingness to learn and perform duties associated with water maintenance and one year of experience in general water maintenance work, and a high school diploma or equivalent.

Water Utility Worker II

In addition to the above, one year of experience in water system maintenance and repair equivalent to that of a Water Utility Worker I in the City of Riverbank.

License/Certificate:

Water Utility Worker I

Possession of a valid class C California driver's license. Possession of a Grade I Water Distribution certificate issued by the Department of Health and Safety is required within six months of appointment.

Water Utility Worker II

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. A Backflow Prevention Assembly General Tester certificate American Water Works Association is desirable.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and II levels.)*

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, 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 water 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:

Perform maintenance and repairs to 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.