



JOB DESCRIPTION

Salary Range: \$4435-\$6040

TITLE: Water Utility Worker II

FLSA STATUS: Non-Exempt

JOB SUMMARY:

Employee is responsible for the on-site maintenance and operation of the District's water distribution and treatment systems, physical plants, tanks, and reservoirs. Assist in training other employees in utility operations and maintenance activities and participate in the maintenance of electronic equipment and systems. Performs varied manual work and operates heavy and specialized equipment to maintain and/or repair water distribution and water treatment systems. This journey-level position may require little to no supervision.

DISTINGUISHING CHARACTERISTICS OF THIS CLASSIFICATION:

This is the journey-level position in the Water Utility Worker class series. It is distinguished from the higher level in the series in that employees in this class are not expected to have mastered all principles and practices of water distribution, water treatment, operation, repair and maintenance.

REPORTING RELATIONSHIPS:

This position reports to assigned supervisor and may receive work direction from the Crew Leader/Pumping Lead, Foreman, and/or other Water Utility Workers. Positions in this classification may provide work direction to other Water Utility Workers or temporary helpers when working together on a work crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES may include but are not limited to the following:

- Works with other District staff to safely and efficiently schedule and complete required maintenance and operation tasks;
- Installs, services, and repairs the District's water distribution and treatment systems; repairs water line leaks, flushes water systems; installs valves, sets meters; services, installs, and repairs hydrants, taps water mains for new connections and cut-ins for new water mainline construction; repairs and replaces curbs and sidewalks; maintains and repairs water lines, and pump stations, tanks and reservoirs, pressure reduction stations, roadways and other District-owned buildings and property; locates other utilities for job completion. Restores work area to original condition; keeps track of his own time and materials used on all jobs.

- Performs a variety of meter reading duties including accurately reading and recording meter readings in a timely manner for billing purposes; tests, calibrates, and maintains meters to insure accurate registration and ease of reading; identifies leaking, hard-to-read, or broken meters and repairs or replaces them; completes service orders for turning on and off water services; verifies meter reading;
- Assists in or performs the installation of water mains, new water services, fire hydrants, main line valves and other water appurtenances;
- Maintains knowledge of the District's water distribution and treatment systems to insure efficient, economical system flushing, and disposal of flushed water; accurately locates system components to prevent dig-ups;
- Responds to customer inquiries and complaints in a prompt courteous, understanding, and concerned manner;
- Operates equipment including dump trucks, backhoe, air compressor, mowers, etc., as assigned, in a safe and efficient manner;
- Accurately completes required work orders, daily time sheets, equipment reports and other relevant reports;
- Performs inspection of pump stations to monitor operation of the facilities and detect malfunctions in their operation;
- Conducts inspections and testing; prepares and maintains records related to the installation of water main and appurtenances installation to assure compliance with the District's standards and specifications;
- Individual employees assigned to this classification may be responsible for developing and implementing District programs such as construction inspection, safety program, cross connection control inspections, purchasing, water conservation education and outreach, collecting water quality samples, telemetry system maintenance, developer extension inspections, etc.;
- Performs other duties as required or assigned.

When assigned to Pumping and Water Treatment Department, other duties may include but are not limited to the following:

- Maintains and repairs telemetry equipment, treatment facility control valves, and electric motors;
- Maintains, repairs and adjusts water pumps, chemical feed pumps and other water treatment plant equipment;
- Performs daily checks at well sites, notes flow readings and checks and monitors chlorine residuals; checks chlorine generating units at each site or storage tank and makes system repairs and corrections, ensures salt bins are full;
- Delivers chlorine to non-generating sites; verifies readings on chlorine analyzers and tests and adjusts as necessary;
- Conducts bacteriological sampling; determines if residual chlorine is in proper range, and adjusts as needed; delivers samples to laboratory; conducts testing for chemical levels and adjusts equipment accordingly; and
- Prepares associated monthly and annual reports for local and state agencies.
- Checks, calibrates, and repairs chlorine analyzers; and
- Conducts house-keeping and maintenance activities on all remote sites.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Water distribution and water treatment systems equipment, maintenance and repair;
- Safety hazards inherent to outdoor construction work including confined space entry, shoring, trenching, flagging and traffic control;
- Safety procedures, rules and regulations necessary to maintain a safe work environment;
- Mechanical system maintenance and repair techniques;
- Regulations and standards applied to water distribution and treatment system installations, maintenance and repair;
- Criteria used in judging the quality of water system installations; and
- AC (asbestos concrete) practices and procedures

Skill in:

- Using tools and equipment used in installation and maintenance of District's facilities;
- Identifying occupational hazards and implementing appropriate safety precautions;
- Recognizing and recording numbers accurately to make mathematical computations rapidly and accurately and write legibly;
- Completing forms and following written and oral instructions;
- Establishing and maintaining cooperative working relationships with supervisors, co-workers and the general public and maintaining good public relations;
- Reading and understanding water utility specifications, plans and profiles;
- Communicating effectively orally and in writing;
- Using good judgment;
- Safely, efficiently and economically organizing and completing assigned tasks within the scheduled time frame;
- Operating heavy equipment including backhoe, dump truck, etc;
- Operating trailer, portable equipment, lawn mowers, hand tools and power tools, etc., both air and electric

When assigned to Pumping and Water Treatment Department:

- Knowledge of regulations and standards applicable to water quality monitoring, cross connection control and public notification requirements;
- Skill in performing water sampling tasks;
- Skill in troubleshooting cross-connection, water quality and water supply systems problems.

EXPERIENCE/EDUCATION:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Experience: Three to five years progressively responsible experience in the maintenance, repair and operation of a water distribution system of a public utility or comparable construction experience including up to two years' experience in water disinfection, testing and sampling of a water supply, cross connection control and water system flushing for some positions.

Education: High school diploma or GED equivalent.

Licensing Requirements:

- Valid Washington State Driver's License;
- Possess or obtain a valid Class A Commercial Driver's License with air brake endorsement at the District's discretion;
- Washington State Water Distribution Manager I or higher Certification;
- Flagger/Traffic Control Certification;
- First Aid card and CPR card;

When assigned to Pumping and Water Treatment Department, the following is additionally required:

- Possess or obtain a valid Cross-Connection Specialist Certification or obtain one within six (6) months of assignment;
- Possess or obtain Water Treatment Plant Operator I certification or higher within two (2) years of assignment.

PHYSICAL DEMANDS:

This position requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling and repetitive motions. It also may require walking and standing for long periods of time.

Very heavy work: Exerting in excess of 80 pounds of force occasionally, and/or lifting or exerting up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

WORKING CONDITIONS:

Work is typically performed outdoors in all types of weather, where conditions may be dirty, uncomfortable and hazardous, and in-doors in a noisy and hazardous environment. Exposure to physical hazards from loud noises, chemical, electrical and mechanical systems, confined spaces, traffic and other dangers. Employees are subject to standby as assigned to resolve customer problems and/or perform emergency maintenance after normal working hour on nights, weekends, and holidays and be available for callback to work or assist in emergency repairs. Employees must reside within 30 minutes travel time of the District's office, shop and facilities.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the District's workload.