

UTILITIES SERVICE WORKER

DEFINITION

To perform a variety of unskilled and semi-skilled duties related to the cleaning, maintenance, operation and repair of equipment and facilities of the water transmission, storage and distribution, and sewer collection and pumping systems.

DISTINGUISHING CHARACTERISTICS

Position assigned to the class performs a variety of semi-skilled tasks requiring a limited knowledge of the water transmission, storage and distribution, and sewer collection and pumping systems. Incumbents of this class are expected to perform duties while working alone. These duties include maintenance, operation, minor repairs and adjustment to a variety of machinery, equipment and facilities related to the water transmission, storage and distribution, and sewer collection and pumping systems.

SUPERVISION RECEIVED

General supervision is provided by the Utilities Operations & Maintenance Supervisor or senior staff; technical or functional supervision may be provided by higher level personnel.

ESSENTIAL DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Reads meters and charts and records results, notifying senior staff workers of any problems.

Performs daily routine maintenance and minor repair on buildings/grounds, a variety of machinery and equipment associated with the water transmission, storage and distribution and sewer collection and pumping systems.

Uses hand and power tools in the performance of various work assignments.

Checks and tests equipment on a regular basis to determine operating difficulties and reports findings to senior staff.

Maintains records, prepares written and oral reports of work performed, including posting of daily logs and ledgers.

Collects and preserves samples and performs routine standardized tests (i.e., chlorine and ammonia residual, ph, temperature, turbidity, and various colorimetric tests).

ESSENTIAL DUTIES (continued):

Inspects, tests and treats the water in the distribution system.

Provides preventive maintenance on sewer pumping system lift stations as required.

Operates City vehicle as required.

May assist in installation, adjustments and repairs of a variety of mechanical equipment, including large industrial pumps, portable gas and diesel-driven pumps, motors, hydraulic controls and regulators, and other related equipment.

Operates water transmission and distribution system, including pumps, reservoirs, pressure reducing valves, valves, piping systems and emergency inter-tie systems.

Operates sewer collection system and lift stations.

Operates citywide water and sewer Supervisory Control and Data Acquisition (SCADA) system.

Operates underpass stormwater pump stations.

May be called on to act as Utilities Maintenance Mechanic in the absence of incumbent.

OTHER JOB RELATED DUTIES

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

The use of ordinary hand and power tools common to the equipment and building maintenance.

The operation of compressors, valves, pumps, gauges, engines and electro-mechanical devices.

Safety rules and safe working habits.

General operation of the water and sewer pumping system.

Ability to:

Learn to perform work requiring considerable manipulative skills using moderate amounts of independent judgement and initiative under minimal supervision.

Read meters, charts, and test equipment and to change and adjust charts in use.

Work independently.

Perform simple arithmetic.

Understand and carry out verbal and written instructions.

Maintain good relations and deal effectively with co-workers, City employees, and general public.

When required, work off shifts and after normal work hours.

Be available for placement on a standby list.

Perform basic standard laboratory test of water and wastewater.

Handle all work related chemicals in accordance with OSHA standards.

EXPERIENCE AND TRAINING

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of experience in the construction and maintenance of water or sewer facilities.

Training: Equivalent to completion of the twelfth grade.

License: Possession of a valid class B California Driver License with tanker endorsement at a time of appointment, or ability to obtain within six months. Possession of Grade II Water Distribution Operator Certification or ability to obtain within one year of appointment.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; work in a field environment when needed in various weather conditions; frequently stand and walk throughout the day; regularly crouch, reach, twist, turn, kneel, bend, squat, climb up and down, and safely reach, lift and move equipment and materials weighing up to 75 pounds; withstand exposure to loud noises, moving objects, dust, chemicals, hazardous waste, mechanical and electrical hazards; ability to read fine print on labels, manuals, and diagrams; ability to converse by telephone, by email, and in person; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties and to review work outdoors. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: Six months

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Revised: November 2012

AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt