

**WATER MAINTENANCE WORKER I
WATER MAINTENANCE WORKER II**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under supervision (Water Maintenance Worker I) or general supervision (Water Maintenance Worker II), performs a variety of skilled and semi-skilled work involved in operating, maintaining, installing, and repairing the District's water distribution infrastructure to ensure an uninterrupted supply of quality potable water to the customers of Mesa Consolidated Water District.

DISTINGUISHING CHARACTERISTICS

Water Maintenance Worker I: This is the entry level class in the Water Maintenance Worker series. This class is distinguished from the Water Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex duties involved in operating, maintaining, installing, and repairing the District's water distribution infrastructure. Assignments are generally limited in scope, contain fairly routine tasks, and are performed within a procedural framework established by higher level employees. As experience is acquired, incumbents perform with less immediate supervision and continue to learn the full scope of duties and responsibilities. Advancement to the "II" level is based on demonstrated proficiency in performing the assigned functions, possession of required licenses and certifications, and is at the discretion of higher level supervisory or management staff.

Water Maintenance Worker II: This is the full journey level class within the Water Maintenance Worker series. Employees within this class are distinguished from the Water Maintenance Worker I by the performance of the full range of duties as assigned including the performance of the more complex duties involved in operating, maintaining, installing, and repairing the District's water distribution infrastructure that requires a working knowledge of maintenance and repair principles and practices. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Water Maintenance Worker I level when experience and required licenses and certifications are obtained, or when filled from the outside, require prior experience.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participates in construction, maintenance, operation, and repair of the District's water distribution system; performs a variety of water facilities maintenance work including: main line repair; service line installation, replacement, and repair; main line valve installation, replacement, and repair, fire hydrant installation, replacement, and repair; water main line flushing; pipe cutting; line tapping; water meter installation, replacement, repair, and testing; main line and hydrant valve turning and flushing; and angle stops, ball valves, and various size meter box installations.
2. Operates a variety of equipment and tools including backhoes, front loaders, forklifts, skip loaders, rollers, dump trucks, boom truck, service truck, jack hammers, pavement saws, cutting torches, compressors, compactors, pneumatic tools, pumps, and hand and power tools; loads and unloads vehicles and equipment.

MESA CONSOLIDATED WATER DISTRICT
Water Maintenance Worker I/II (Continued)

3. Maintains assigned equipment and vehicles; performs safety checks and checks fluid levels of vehicles and equipment; cleans assigned vehicles and equipment.
4. Cuts, breaks, and hauls asphalt and concrete; mixes and finishes concrete; prepares for and lays asphalt.
5. Sets traffic control including safety devices, signs, and barricades; ensures safety of public and work crew.
6. Performs emergency repairs; responds to emergency calls at irregular hours.
7. Maintains work, time, and material records; writes repair tickets; records valve and hydrant data.
8. Performs a variety of other duties in support of department operations; cleans service yard; cleans and paints buildings and well sites; paints hydrants; repairs fences and gates; maintains grounds by planting and weeding; performs event set-up/break-down functions; assists in performing minor repairs and electrical work; may respond to public inquiries.
9. Trains other departments on minor water infrastructure repairs and meter replacement procedures.
10. May perform utility coordinator duties on a backup basis; locates mainlines and services with electronic detectors.
11. May serve as acting crew leader on a backup basis; participates in training new employees in work practices and in how to apply policies, procedures, and standards to specific situations; prepares progress reports on new employees.
12. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics of water distribution systems.

Materials, methods, techniques, and terminology used in maintenance and repair activities related to the operation, maintenance, installation, and repair of water distribution infrastructure including methods and techniques used in concrete and asphalt work and welding methods and techniques.

Operational characteristics of maintenance and construction equipment and tools used in work activities.

Proper procedures used in the maintenance and repair of hand and power tools.

Practices and procedures of traffic control.

Basic mathematical principles.

Pertinent federal, state, and local codes, laws, and regulations.

Basic principles and practices of record keeping.

Occupational hazards and standard safety practices.

Ability to:

Perform a full range of semi-skilled and skilled tasks involved in the operation, maintenance, installation, and repair of the District's water distribution infrastructure.

Ensure safety around work areas in high traffic.

Perform a variety of tasks for extended periods of time and in unfavorable weather conditions.

MESA CONSOLIDATED WATER DISTRICT
Water Maintenance Worker I/II (Continued)

Perform heavy manual labor.
Read maps, blue prints, and diagrams.
Ensure adherence to safe work practices and procedures.
Maintain records including time and material use records.
Compare, count, differentiate, measure, and sort information.
Assemble, copy, record and transcribe data and information.
Interpret and apply policies, procedures, and standards to specific situations.
Follow specific instructions and respond to requests from others.
Utilize a wide variety of descriptive data and information including safety regulations, maps/atlas, work orders, blueprints, time cards, repair tickets, system maintenance sheets, and material safety data sheets.
Perform mathematical calculations including percentages, fractions, decimals, and ratios.
Use functional reasoning and apply rational judgment in performing diversified work activities.
Exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.
Respond to distribution system maintenance/repair emergencies.
Safely drive and skillfully operate equipment and machinery requiring complex and rapid adjustments including backhoes, trucks, roller, forklift, boom truck, jackhammers, cutting torch, pavement saw, concrete finishing tools, compressors, underground pipe locator, metal detector, leak detector, two-way radio, and a variety of hand and power tools.
Operate office equipment including computers and supporting word processing, spreadsheet, database, and related systems and applications.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Water Maintenance Worker I

Education/Training:

Equivalent to the completion of the twelfth grade. Vocational/technical training in maintenance and repair practices is desirable.

Experience:

Some general maintenance experience is desirable.

License or Certificate:

Possession of a valid California Class C driver's license is required as a condition of employment. In addition, employees hired into the Water Maintenance Worker job classification are required to obtain a valid California Class A driver's license with air brake endorsement within the initial, new hire probationary period. Possession of a valid Class A driver's license with Air Brake endorsement is a condition of continued employment in this job classification.

Water Maintenance Worker II

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by vocational/technical training in water utility science and water distribution infrastructure maintenance and repair practices.

MESA CONSOLIDATED WATER DISTRICT
Water Maintenance Worker I/II (Continued)

Experience:

One to two years of experience in the operation, maintenance, installation, and repair of water distribution infrastructure comparable to a Water Maintenance Worker I with the Mesa Consolidated Water District.

License or Certificate:

Possession of a California Class A driver's license with air brake endorsement.

Possession of a Grade 2 Water Distribution Certificate issued by the Department of Health Services.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Outdoor field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, solvents, toxic agents/chemicals, gases, electrical currents, machinery, traffic hazards, vibrations, and all types of temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces; work at heights.

Physical: Incumbents require sufficient mobility to walk, stand, and sit for prolonged periods of time; exert required physical effort to perform moderate to heavy physical work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, lifting, carrying, pushing, and pulling; push, pull, lift, and/or carry moderate to heavy amounts of weights; operate assigned equipment and vehicles; ability to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Mesa Consolidated Water District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

FLSA: Non-exempt

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