

IRVINE RANCH WATER DISTRICT
Job Description

Title: Water Maintenance Technician – Preventive
FLSA Code: Non-Exempt

Salary Grade: XV, XX
Department: 40/45

GENERAL PURPOSE

To service and maintain hydraulic control valves, air vacuum valves, backflow devices, bottom drains and blow-offs; flush and maintain fire hydrants; exercise all District valves; read as-builts and interpret blueprints to revise and maintain water atlases; maintain preventive maintenance database; monitor Cathodic Protection test stations; and routinely provide equipment and maintenance support to other departments within the domestic, reclaimed and untreated water systems. Provide miscellaneous support to other Operations and Maintenance groups regarding shutdowns, traffic control, repair and construction crew assistance. May be required to participate in the District standby program as a primary responder.

DISTINGUISHING CHARACTERISTICS

The Water Maintenance Technician II position is distinguished from the Water Maintenance Technician I by the following:

Water Maintenance Technician II:

- May fill in during the absence of the Supervisor.
- Required to perform in the role of most competent person on the job, when completing field assignments.
- Provide on-the-job training for the Water Maintenance Technician I.
- Responsible for daily journals.
- Responsible for daily work assignments.
- Provide input to supervisor on performance, progress & daily assignments of Water Maintenance Technician I.
- Oversee assigned Water Maintenance Technician I.
- Required to maintain truck, tools and supplies.
- Required to perform and oversee more complex work to rebuild regulating valves (setting proper pressure and flow), fire hydrants, air vacuum valves, etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a non-exclusive list of essential duties and responsibilities. The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar or related as determined by the incumbent's supervisor.

Flush bottom drains and blow-offs to maintain integrity of water quality.

Flush, service, repair and replace fire hydrants, according to District specifications.

Isolate and disassemble hydraulic control valve and it's pilots; inspect, acid wash and replace parts as necessary. Hydraulically adjust valve for peak performance.

Isolate air vacuum valve, relieve pressure, flush to troubleshoot and repair if necessary.

Troubleshoot backflow devices; service, repair and replace parts if necessary.

Exercise all District transmission, mainline and service-line valves.

Routinely read water atlases. Identify discrepancies, interpret as-built blueprints, compare field measurements to station marks and draft corrections for Engineering GIS department. Re-verify corrections.

Access and maintain preventive maintenance computerized database for records, maintenance, inventory and schedules for Cathodic Protection, valves, hydrants, control valves and air vacs.

Locate, maintain, test and gather data for specific Cathodic Protection systems.

Routinely provide equipment and maintenance support to other departments within the domestic, reclaimed and untreated water systems such as: Assist Water Quality with flushing requests, provide emergency traffic control for all departments, provide back-up for Water Operations crews on an as-needed basis, troubleshoot hydraulic pressure problems, provide system shutdowns and recharging in scheduled and emergency situations, supply water to customers in emergency situations via water buffaloes and/or temporary connections, locate valves from as-built drawings for construction crews.

Routinely required to work in permit and non-permit required confined space environment.

Routinely required to work in the streets and provide own traffic control, according to District safety standards.

Safety Requirements: Attend appropriate safety training regarding job duties. Attend safety meetings of at least 30 minutes in duration, bi-weekly. Report safety violations or safety hazards to the Safety Office as soon as possible after awareness. All employees are required to notify their supervisor and the Safety Office of any sub-standard working conditions.

MINIMUM TRAINING, EXPERIENCE, AND KNOWLEDGE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

High School Graduate.

Water Maintenance Technician II: Minimum two years experience in water maintenance work or related field. Familiarity with hand and power tools. Familiarity with Windows based computerized environment and Preventive Maintenance data base programs desirable. Fully knowledgeable in the maintenance and operation of regulating valves and fire hydrants.

Water Maintenance Technician I: One year of experience in water maintenance work or related field. Familiarity with hand and power tools.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

The physical and mental demands described below are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Ability and Interpersonal Communication

Ability to effectively communicate both oral and written. Ability to communicate effectively with all levels of office/field employees, management and vendors. Represent District in a professional manner when dealing with outside contractors and agency officials. Ability to advise and provide interpretation to others on how to apply policies, procedures and standards to specific situations.

Mathematical Ability

Ability to add, subtract, multiply and divide. Ability to convert water equivalents.

Judgment and Situational Reasoning Ability

Ability to use good personal judgment and discretion in performing all job functions.

Water Maintenance Worker II: Ability to use functional reasoning in performing influence functions while leading, teaching, and directing assigned Water Maintenance Worker I.

Physical Requirements

Will lift 80 lbs. on a routine basis. Must be certified annually to wear respiratory equipment. Must be clean shaven such that facial hair does not interfere with the fit of self-contained breathing apparatus. Ability to exert moderately heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, twisting and pulling. Ability to operate equipment and machinery with some operations requiring complex and rapid adjustments, such as power, hand and shop tools, gas torches, generators, portable pumps, valve machines, crane, pneumatic tools, gas detection devices, ventilator, forklift, etc. Ability to work in a confined space environment and in high locations.

Environmental Adaptability

Ability to work under sometimes uncomfortable conditions with exposure to environmental factors such as toxic agents, wildlife, disease, or equipment, high speed traffic, or machinery.

LICENSE/CERTIFICATIONS REQUIRED

Valid Class 'C' California Driver's License

Water Maintenance Technician II & I: California Dept. of Health Services Grade I Water Distribution Certification.

Water Maintenance Technician II: Cla-Val Certificate required.

Water Maintenance Technician I: Obtain Cla-Val certification within 1 year of hire.

Department Approval/Date

Human Resources Approval/Date

Effective Date: 07/01/06