

UTILITY WORKER I
UTILITY WORKER II
(WATER DIVISION)

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.

DEFINITION

Under supervision (Utility Worker I) or general supervision (Utility Worker II), to perform a variety of semi-skilled and skilled tasks in the maintenance and installation of water and sewer lines and related structures; operates vehicles and construction equipment as assigned; and to perform related work as required.

CLASS CHARACTERISTICS

Utility Worker I – This is the entry-level class within the Utility Worker series. Employees within this class are distinguished from the Utility Worker II by the performance of the more routine tasks and duties assigned to positions within the series including semi-skilled and skilled maintenance and installation of water and sewer lines and operation of vehicles and construction equipment involved in the operations and upkeep of plant equipment and facilities. Employees are required to possess a Grade I Water Distribution. Since this class is typically an entry-level class, employees may have only limited related work experience.

Utility Worker II – This is the journey level class within the Utility Worker series. Employees within this class are distinguished from the Utility Worker I by the performance of the full range of duties as assigned in the installation of water and sewer lines, and operation of vehicles and construction equipment involved in the operations and upkeep of plant equipment and facilities. Employees are required to possess a Grade II Water Distribution. 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 series are flexibly staffed and may be filled by advancement from the I level. Advancement is not based on time in grade, but solely at the discretion of the Water Utilities Director, the organizational needs of the department, appropriate certification requirements and satisfactory job performance.

EXAMPLES OF DUTIES - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Install, maintain, clean and repair water lines, utility access holes, pumps, laterals, wet wells and related structures; clean and rod water lines; test water lines for faulty connections or leaks; operate television, sealing and grouting, hydro-cleaning and vacuuming equipment; locate water lines and facilities in the field for contractors and other utility companies; perform trenching and backfilling, asphalt patching and cement repair work; clean and maintain basic tools and equipment in the work area; use safety and testing device equipment properly; keep pump station grounds and out-fall lines free of weeds and debris; operate equipment and vehicles as assigned, such as skip loader, trench tamper, water truck, large trailers, vacuum truck, dump truck, backhoe and jackhammer; post detailed work data on comprehensive forms daily and

calculate quantities of materials and supplies used; serve as crew leader of small crews performing one or more of the above functions as assigned; act as lead person as assigned, after progression to Utility Worker II.

MINIMUM QUALIFICATIONS

Knowledge of:

- Proper use of safety testing equipment used, and safety precautions and practices necessary in working with tools and equipment.
- Equipment, tools and methods used in water or sewer line installation, maintenance and repair.
- Basic mathematics.
- Traffic control safety and confined space safety procedures.
- Pertinent Federal, State, and local laws, codes and regulations; rules, policies, and regulations regarding the operation and maintenance of water distribution or a wastewater treatment plant.
- Construction and repair methods, practices and principles, equipment and tools used in the installation, construction, repair and maintenance of City water and sewer systems.
- Basic principles of public relations.

Ability to:

- Operate a variety of tools and heavy equipment, plant equipment and appropriate vehicles.
- Perform the more difficult semi-skilled duties associated with a particular skilled craft or crafts.
- Perform strenuous manual labor at locations usually open and exposed to all weather conditions.
- Work in closely confined spaces while wearing a respirator.
- Safely operate a variety of light to medium weight vehicles and equipment.
- Identify and implement efficient work practices and procedures.
- Write and keep a variety of detailed records.
- Lead the work of a field crew.
- Perform basic arithmetic calculations accurately.
- Work variable shifts, during weekends, holidays and emergencies.
- Understand and carry out oral and written instructions.
- Establish and maintain effective working relationships with those contacted in the course of work.

UTILITY WORKER I

Experience and Training Guidelines

Experience: One year of experience relative to the installation, construction, repair and maintenance of City water systems.

Training: Equivalent to the completion of the twelfth grade supplemented by training in water or wastewater treatment operations, or a related field.

License or Certificate Requirements: Possession of Grade I Water Distribution certification issued by the California Department of Health. Possession of an appropriate, valid Class A California driver's license.

UTILITY WORKER II

In addition to the qualifications for Utility Worker I:

Experience and Training Guidelines

Experience: Two years of experience relative to the installation, construction, repair and maintenance of City water systems.

Training: Equivalent to the completion of the twelfth grade supplemented by training in water or wastewater treatment operations, or a related field.

License or Certificate Requirements: Possession of Grade II Water Distribution certification issued by the California Department of Health. Possession of an appropriate, valid Class A California driver's license.

WORKING CONDITIONS

Environmental Conditions: Water and/or wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, electrical energy, radiant energy, toxic materials, and inclement weather conditions; work in or with water and wastewater.

Physical Conditions: Essential and marginal functions may require maintaining physical condition necessary for heavy, moderate or light lifting; standing or walking for prolonged periods of time; repeated bending; operating motorized equipment; shift work.