



APRIL 2016
FLSA: NON-EXEMPT

SENIOR UTILITY SERVICE WORKER

DEFINITION

Under general supervision, leads, oversees, and participates in the work of staff responsible for the installation, construction, repair, operation, and maintenance of the District's water distribution system, equipment, and facilities, including valves, mains, and hydrants; performs the more complex and advanced functions related to maintenance and construction of District water distribution systems; provides training, field direction and guidance on complex construction shutdowns; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Maintenance Superintendent. Exercises technical and functional direction over and provides training to assigned staff.

CLASS CHARACTERISTICS

This is the advanced-journey level class in the Utility Service Worker series. Incumbents plan, direct, and review the day-to-day work of staff in assigned areas of responsibility, and ensure that equipment, systems, and facilities in District water distribution systems are operated and maintained in a safe and efficient manner. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the operation, maintenance, and repair of assigned facilities and systems. This class is distinguished from the Utility Service Worker II classification by its lead worker assignments on maintenance and repair projects and/or by independent assignment to specialty areas in maintenance or repair. This position differs from the Maintenance Superintendent in that the latter is a mid-management class and has management responsibility for all water distribution system and facilities maintenance functions and activities of the District.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides technical and functional supervision to assigned water distribution staff responsible for operating, monitoring, and maintaining water distribution pipelines, valves, tanks, hydrants, meters, and related appurtenances; reviews and controls quality of work; participates in performing routine to complex and specialized water utilities maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work in consultation with the Maintenance Superintendent; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.

- Inspects assigned District infrastructure, facilities, systems, and appurtenances for maintenance needs and recommends appropriate actions; assists in developing work plans, procedures, and schedules.
- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; assists in developing budget figures for the division; monitors expenditures.
- Inspects and evaluates work in progress and upon completion to ensure that repairs, maintenance, and project activities are performed in accordance with District standards and specifications.
- Performs the more complex and advanced operational tasks and activities assigned to the work unit; participates in the development of goals and objectives for water distribution activities; gathers and analyzes data; develops a variety of reports.
- Locates valves using a Global Position System (GPS); performs flow tests; repairs and/or replaces asphalt as necessary.
- Locates and marks underground utilities.
- Inspects and oversees the work of contractors.
- Oversees the use of and operates a backhoe, dump truck, forklift, pipe threading machine, line locator, asphalt roller, air compressor, welder, jack hammer, stomper and a variety of hand tools and landscape equipment.
- Ensures compliance with applicable Federal, State, and local laws and regulations, including American Water Works Association standards, District water installation standards, right-of-ways, encroachments, and set-backs.
- Observes safe work methods and makes appropriate use of related safety equipment as required; may participate and assist in coordinating safety training.
- Performs minor adjustments on service equipment; maintains tools and equipment in working order.
- Stays current on the status of new and pending regulatory legislation; attends continuing education courses and seminars as required.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications and appropriate forms.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Responds to inquiries in a courteous manner; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a water distribution and operations systems, related to the flow of water.
- Principles of lead supervision and training.
- Advanced understanding of construction practices and construction management principles.
- Advanced methods and techniques of preventive maintenance.
- Tools, equipment and procedures used in the operation and maintenance of water distribution facilities and systems.
- Emergency maintenance and repair procedures related to water distribution facilities and systems.
- Operational and safety regulations pertaining to water distributions operations.
- Office procedures, methods, and equipment including computers and applicable software applications.

- Shop and field arithmetic.
- Principles and practices of record keeping.
- In-depth understanding of occupational hazards and standard safety precautions.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- District standards, specifications, and policies for the construction and installation of water distribution mains and service lines.

Ability to:

- Plan, schedule, assign, and oversee activities of Utility Service Worker personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Independently perform a variety of advanced operational tasks and activities.
- Perform the more complex construction, maintenance, and repair work.
- Read and interpret construction prints, plans, drawings and specifications.
- Perform skilled oxygen and acetylene cutting functions and arc welding repair and fabrication tasks.
- Diagnose complex operational problems and perform effective maintenance on equipment.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Maintain accurate logs, records and basic written records of work performed.
- Understand and follow oral and written instructions.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, rules, and regulations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be

Equivalent to the completion of the twelfth (12th) grade and three (3) years of increasingly responsible experience in the construction, maintenance, and repair of a water distribution system.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid California Class A driver's license may be required.
- Possession of, and ability to maintain, a valid Grade III Water Distribution Operator Certificate issued by the State Water Resources Control Board.

PHYSICAL DEMANDS

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking of long distances in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Required to be on-call and to work various shifts or emergencies on evenings, weekends, and/or holidays.