

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY WORKER I

DATE: 12/11/2007

JOB CODE: 21840

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

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.

DUTIES SUMMARY

Under general supervision, to perform entry level unskilled and semi-skilled work in one of the following areas: construction and maintenance of pipelines and water services; construction work assisting others in the fabrication and assembly of various utility water projects; and in testing, overhauling and repairing of water meters; perform and assist in semi-skilled and skilled painting work, including sandblasting, cleaning and re-coating interiors and exteriors; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Water Utility Worker I is the entry level in the Water Utility Worker series. Supervision is received from the Water Utility Supervisor and Water Utility Lead Worker. Incumbents perform the more routine tasks and duties and must be thoroughly familiar with the proper use of hand tools and have some knowledge of skilled crafts and mechanical procedures. In the course of duties, incumbents are expected to increasingly develop a breadth and depth of knowledge and skill that leads to full proficiency in one or more of the following areas: construction mechanic trade; the construction and maintenance of pipelines and water services; and the testing, overhauling, and repairing of water meters at a basic level. As knowledge and skill is gained through on the job experience, certifications and satisfactory proficiency demonstrated, incumbents in this class may reasonably expect to be placed on an eligibility list for Water Utility Worker II.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious customer service to the general public and City department staff;

- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Assist in the construction and fabrication of various utility water projects including footings, foundations, slabs, floors, frames, sidings, trenches, ditches, roads, metal sidings and roofs, mounts and enclosures;
- Ensure proper use of safety equipment; wear protective apparel;
- Perform arduous labor in assisting others in the construction and maintenance of various utility water projects;
- Operate Department vehicles and light and medium trucks; load and unload trucks;
- Assist in and/or operate a forklift, roller, cement mixer, compressor, jackhammer, concrete saws, sandblaster, drills and similar equipment and tools depending on status of training;
- Use hand and portable power tools; clean and maintain tools; maintain inventory of special tools;
- Clear work area of debris and rocks; excavate trenches; dig trenches with hand tools; dig, backfill and tamp trenches; perform hand grading and tamping;
- Operate a pipe locator and pipe threading machine; cut pipes as instructed using power saws; lay pipe;
- Assist in isolating, making repairs, or replacing inoperative sections of piping;
- Set forms for thrust blocks; set shoring bars and equipment into place;
- Mix, pour, and assist in finishing concrete;
- Lay, tamp, spread and roll asphalt;
- Assist in the setting of mounting frames, bars and bolts;
- Install equipment onto mounts, including pumps, engines, motors, drive shafts, piping and electrical panels;
- Perform rough carpentry; install drywall;
- Use mortar mixes in the erection of block walls from cinderblocks;
- Paint surface; sandblast surfaces; manipulate compressed air hoses for paint sprayers to prevent constructions while spraying; erect scaffolding;
- Assist in installing large and small water meters;
- Disassemble water meters and fire hydrant meters; clean and examine the mechanisms and changers for breaks and wearing;
- Repair or replace damaged or worn out parts; solder meter parts as appropriate; reassemble the meter; paint meters;

- Test new and rebuilt meters; make field test of meters in place; exchange meters as appropriate;
- Make necessary repairs to special recording registers in the field or shop;
- Maintain meter history records;
- Check discs, diaphragms and bushings; assemble drive trains;
- Perform meter checks as required; check meters for tampering; replace broken meter service valves; install pressure recorders;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- Prepare written activities on work orders, work with others to review plans and specifications, read technical manuals for meter repair/calibration.

QUALIFICATIONS

Any combination of education, training and experience that would likely provide the knowledge, skills and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Proper use of hand and portable power tools;
- Proper methods, materials, tools and equipment used in the repair of water meters;
- Methods of trench excavation, shoring and safety;
- Basic safety in working with tools;
- Basic mathematics;
- Verbal English to understand and be understood; written English to read instruction manuals and plans and to communicate in writing at a simple level;
- Appropriate safety precautions and procedures;
- Principles of operation of meters;
- Simple record keeping methods;
- Basic operating procedures of light to medium motorized equipment;
- Basic procedures and methods of water utility pipeline and equipment maintenance;
- Basic methods of pipeline repair and connections;

Ability to:

- Use hand and portable power tools in simple repair and construction projects;
- Take appropriate safety precautions in trench excavation;
- Perform heavy physical labor;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions; read and write at a level sufficient for job success;
- Establish and maintain effective relationships with those contacted in the course of work;
- Maintain basic records;
- Read, write and perform basic mathematical calculations;
- Work in enclosed spaces in varying conditions of dust vapor and toxic chemicals;
- Replace, maintain, calibrate, repair and take accurate readings on water meters;
- Operate pneumatic and power equipment;
- Assist in identifying types of soil needing shoring;
- Assist in operating specialized pipe connection tools and jigs;
- Assist in locating, identifying and determining causes and types of pipeline breaks;
- Work from blueprints, drawings, sketches, specifications and technical manuals at a basic level;
- Assist in troubleshooting water service performance problems;
- Safely operate a gas welding and cutting torch;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear protective respiratory equipment to include SCBA and personal escape respirator;
- Use appropriate methods and procedures for water service disinfection;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or G.E.D. equivalent,

And

Experience: One (1) year of experience in water system construction installation and maintenance or repair,

And

Certificates: Must have and maintain a valid State of California Department of Health Services Water Distribution Operator Grade 1 certificate. Must submit a copy of the required DHS Water Distribution Operator Grade 1 certification at the time of application.

Possession of a valid California Class "C" driver's license required upon application. For out of state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

Must be clean shaven or have trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions and uncomfortable climatic conditions. There is frequent need to stand, stoop, walk, crawl, climb and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to transport materials and supplies weighing up to 75 pounds and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water Utility Worker I
To: Water Utility Worker II

Job Description:

BOWC Approved: 11/20/2007
CSB Approved: 12/11/2007

Testing Standards:

Open/Dept Promo/Suppl Appl: 12/13/2005