

# **SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION**

**TITLE: WATER AND WATER RECLAMATION WORKER**

**DATE: 01/09/07**

**JOB CODE: 21798**

**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 direct supervision, to assist in and learn to perform basic, routine tasks, duties, and unskilled labor in water utility and water reclamation work; and to perform related work as required.

## **DISTINGUISHING CHARACTERISTICS**

The Class of Water and Water Reclamation Worker is an entry level class that may be assigned to work in any of the Department's Water and Water Reclamation sections, depending upon the workload and needs of the Department. The sections include, but are not limited to, the following areas:

**Finance and Administration:** Meter Reading, Field Service, Storekeeping

**Water Utility:** Engineering, Water Production, Electrical, Plant Repair and Maintenance; Specialty Construction, Meter Service, Garage, Pipeline Construction and Maintenance, and Water Quality Control.

**Water Reclamation:** Mechanical Maintenance, Plant Facilities, Environmental Control, and Plant Operations.

Supervision is received from a Water Utility, Water Reclamation Leadperson or Supervisor, Purchasing Agent or Field and Meter Services Supervisor. Incumbents perform basic, routine tasks and duties that do not require prior knowledge or skill in crafts or mechanical procedures. Incumbents assist semi-skilled and skilled workers in a variety of sections in the Department. In the course of duties, incumbents are expected to acquire the knowledge and skill of water and water reclamation utility operations and maintenance trades, in a training capacity, including the proper use of hand tools and motorized equipment that may provide preparation for promotion to Water Utility Worker I, Water Reclamation Plant Mechanic I, Meter Reader I, Field Service Representative I, or Warehouse Leadperson.

## **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 service to the public and members of the City Departments;

- Routinely adhere to and maintain a positive attitude towards City and Department goals;
- Assist in the performance of a variety of water utility and water reclamation duties in the maintenance and repair of water and water reclamation plants and facilities;
- Ensures proper use of safety equipment; wears protective apparel;
- Performs arduous labor in assisting others in the construction and maintenance of various utility water and water reclamation projects;
- Operates Department vehicles and learns to operate light and medium trucks; loads and unloads trucks;
- Assists in and/or operates a forklift, roller, cement mixer, compressor, jackhammer, concrete saws, sandblaster, drills and similar equipment and tools depending on status of training;
- Learns to use hand and portable power tools; cleans and maintains tools;
- Assists in clearing work area of debris and rocks; assists in excavating trenches; digs trenches with hand tools; digs, backfills and tamps trenches; learns to perform hand grading and tamping;
- Assists and learns to operate a pipe locator and pipe threading machine; learns to cut pipe as instructed using power saws; assists and learns to lay pipe;
- Assists and learns in isolating, making repairs, or replacing inoperative sections;
- Learns to set forms for thrust blocks; learns to set shoring bars and equipment into place;
- Assists in mixing and pouring concrete; learns to finish concrete;
- Assists and learns skills in laying, tamping, spreading, and rolling of asphalt;
- Assists and learns to install equipment onto mounts, including pumps, engines, motors, drive shafts, piping and electrical panels;
- Assists and learns to perform rough carpentry; assists and learns to install drywall;
- Assists and learns to use mortar mixes in the erection of block walls from cinderblocks;
- Assists in painting surfaces; sandblasts surfaces; learns to manipulate compressed air hoses for paint sprayers to prevent constructions while spraying; assists in erecting scaffolding;
- Assists and learns to install large and small water meters;
- Learns to disassemble water meters and fire hydrant meters; assists in cleaning and examining the mechanisms and changers for breaks and wearing;
- Assists and learns to repair or replace damaged or worn out parts; solders meter parts as appropriate; reassembles the meter; paints meters;
- Assists and learns to test new and rebuilt meters; makes field test of meters in place; exchanges meters as appropriate;
- Assists in making necessary repairs to special recording registers in the field or shop;
- Assists in maintaining meter history records;

- Assists and learns to checks discs, diaphragms and bushings; learns to assemble drive trains;
- Assists in performing meter checks as required; checks meters for tampering; replaces broken meter service valves; installs pressure recorders;
- Assists in storekeeping; receives, unpacks, stores, and issues a variety of parts, tools, and materials; checks stock levels and prepare orders to replenish stock;
- Assists in meter reading and field customer service;
- Assist in water production operations including installation, operation, and maintenance of pumps, blowers, and valves;
- Assist in the collection of industrial waste samples through the use of automatic equipment and deliver samples to laboratory;
- Assist in the performance of routine chemical and biological tests on raw and treated wastewater;
- Inspect sewage settling traps, clarifiers, and grease removal equipment;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- Clean and maintain reservoirs, buildings, and sludge beds.

## **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:**

- Basic mathematics;
- Verbal English to understand and be understood; written English to communicate in writing at a simple level;
- Appropriate safety precautions and procedures.
- Common hand tools, small power tools, and light equipment used in maintenance and construction trades;

### **Ability to:**

- Learn 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;

- Learn to maintain basic records;
- Read, write and perform basic mathematical calculations;
- Learn basic methods of operation, installation, and maintenance of water and water reclamation facilities;
- 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;
- 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:** Experience in the construction and maintenance trade is highly desirable  
And

Possession of a valid California Class "C" driver's license required upon application.  
Note: 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**

Must be clean shaven or 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 and Water Reclamation Worker

**To:** Water Utility Worker I, Water Reclamation Plant Mechanic I, Meter Reader I, Field Services Representative I, or Warehouse Leadperson

**Job Description:**

BOWC Approved: 11/21/2006

CSB Approved: 01/09/2007

**Testing Standards:**

Open/Suppl Appl: 02/28/1995