

Meiners Oaks Water District

Job Description

Utility Worker II

Salary \$ 56,313 – \$ 68,449

Non-exempt

1) General Job Description

Works under general supervision, reads meters, assists with pipeline repair, replacement, and basic operations of the district, including maintaining written records, replacing meters, meter testing, and other related duties as directed. This position is similar to a Utility Worker I, but with additional knowledge and experience.

2) Qualifications

Must possess knowledge of chemical water treatment and methods, tools, and equipment used in mechanical repair work. Ability to assist in the repair and maintenance of water meters, valves, and related equipment. Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, databases, email, and internet. Ability to deal tactfully and effectively with the public and fellow employees and maintain good working relationships. Makes reports and records figures accurately. Follows oral and written instructions both for job functions and safety requirements of the District. Establishes and maintains effective relationships with others.

3) Requirements

- Knowledge of construction tools and equipment; knowledge of district operations; and familiarity with materials and equipment used in potable water systems.
- Must have a valid class "C" California driver's license.
- Must be a certified Water Distribution Operator Grade 2, as issued by the California State Water Resources Board.

- Must be a certified Water Treatment Operator Grade 2, as issued by the California State Water Resources Board.
- Must have a High School Diploma or GED.
- Must be able to pass a fitness for duty physical examination and pre-employment drug test.

4) Basic Work Conditions

- Normal work hours are Monday through Friday, 8 am to 5 PM.
- Assigned on-call or standby time as necessary.
- Compensation will be made at an hourly rate.
- Must remain within an area that allows a 30-minute response time to the district while on-call.

5) Essential Job Duties

The Utility Worker II will perform the following tasks:

- Clean, repair, and maintain district facilities inside and outside, at all District properties.
- Repair any water leaks in the water distribution system, and replace/repair water meters.
- Apply weed control chemicals around above-ground District facilities.
- Complete State of California Water Resources Control Board reports.
- Perform maintenance, repair, and replacement of pumps, motors, valves and water treatment facilities.
- Maintain Districts tools and equipment, including assigned vehicles.
- Read meters monthly; install and remove meters; respond to office requests for service turn-on and turn-off calls; lock or unlock meters.
- Maintain, keep clean and orderly areas around the shop, warehouse, tanks and booster sites.
- Respond to water leaks or call-outs in the District within 30 minutes of the initial call.
- Social Skills - ability to relate cooperatively with members of the public and District personnel.
- Must have the problem-solving abilities to assess possible problems with wells and boosters and to calculate flows and dosages.

6) Physical Demand and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders. Must be able to operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Employees 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 90 pounds.

Employees work indoors and outdoors and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibrations, confining workspaces, chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Employees may interact with emotionally-distraught public and private representatives, staff and contractors in interpreting and enforcing district policies and procedures.

7. Personal Protective Equipment

Field employees must wear at times, safety and welding glasses, gloves, welding mask, full face mask, ear plugs and, when required, be able to don and be fitted for a respirator, requiring parts of the face to be cleanly shaven at all times.

8. Working Conditions

Must be willing to work weekends, holidays, and off-hour shifts for emergency call-out response.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

- 6-month probation period
- Rate of pay increases will vary upon merit/ cost of living allowances
- Beginning pay rate will DOQ

Employee Signature Date