

Meiners Oaks Water District

Job Description

Utility Worker II

Salary \$63,929 - \$77,707

Non-Exempt

1. General Job Description

The Utility Worker II, works under direction of the Field Supervisor and or the General Manager. Water Utility Worker II, is to perform maintenance, testing, repair, and construction of the water treatment and distribution facilities and infrastructure. Provide vehicle and equipment maintenance, ground maintenance and related activities, including meter reading, record keeping, and customer services.

2. Qualifications/ Possession of the following

- Must have a valid class "C" California driver's license and a driving record acceptable to the district's insurance carrier.
- Must be a certified Water Distribution Operator Grade 2 issued by the California State Water Resources Board within 12 months of hire
- Must be a certified Water Treatment Operator Grade 2 issued by the California State Water Resources Board within 12 months of hire
- Two years' work experience in the related field
- High School Diploma or GED
- The ability to pass a fit for duty test and drug/alcohol screen

3. Essential Job Duties

- Performs water meter reading and maintenance, including installing new meters.
- Operates and maintains vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of water utilities systems and facilities.

- Complete monthly water quality reports and submit to DDW in the absence of the Field Supervisor
- Perform water quality samples as needed within the district
- Operate and maintain a variety of hand and power tools and equipment related to work assignment as instructed.
- Complete repairs of any water leaks in the water district distribution system
- Record facility data
- Locate underground utilities using District maps or drawings and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Weed abatement around district facilities
- Perform maintenance, repair, and replacement of pumps, motors, valves within the district
- Make adjustments to water treatment facilities as needed
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition, including securing equipment at the end of the workday.
- Records facilities data.
- Willingness to work on-call shifts, nights, weekends, holidays and overtime as assigned
- Performs related duties as assigned.

Desirable Knowledge and Abilities

Knowledge of:

- Basic knowledge of water utility treatment/distribution, practices, tools, and materials as they relate to the maintenance and repair of water utility infrastructure, facilities, systems, and those in a municipal environment.
- Basic mathematics.
- Safe driving practices.
- Basic knowledge of computer software related to work.
- Professional approach for providing a high level of customer service when dealing with the public, vendors, contractors and District staff.
- Basic knowledge of tools, and materials for maintaining and repairing potable water distribution mains and lateral pipeline systems, including but not limited to complex residential and commercial water meters, meter boxes, and water distribution valves.
- Traffic control procedures and traffic sign regulations.

- Organize own work, set priorities, and meet critical time deadlines.
- Perform water utilities maintenance and repair with accuracy, speed, and minimal supervision.
- Operate specialized water utilities maintenance and repair equipment.
- Operation and minor maintenance of a variety of hand and power tools, vehicles, and light to heavy power equipment.
- Knowledge of safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Applicable Federal, State, and local laws, codes, and regulations.

4. Physical Demand, Work Environmental or Elements

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. 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. 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 150 pounds.

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

5. Basic Work Hours

- Monday through Friday 8 AM to 5 PM
- Assigned on call or standby time
- Compensation hourly
- Must remain within 1 hour response time to the district while on-call

6. 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 to be cleanly shaven at all times.

7. Exempt /Non - Exempt

- This is a non-exempt position pursuant to the Fair Labor Standards Act.
- 12-month probation period
- Rate of pay increases will vary upon merit/ cost of living allowances
- Beginning pay rate will DOQ

Starting Salary

Employee Signature Date

Justin Martinez Date
General Manager