



Fair Oaks Water District Job Description

Maintenance Lead Worker

DEPARTMENT: Operations and Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Maintenance Supervisor
DIRECTLY SUPERVISES: N/A
JOB DESCRIPTION DATE: May 25, 2023
ANNUAL SALARY RANGE: \$64,313.60 - \$86,777.60
JOB CLASSIFICATION: Regular Full-Time, DOT Safety Sensitive

General Statement of Job

Under general supervision of the Maintenance Supervisor, this position implements the Fair Oaks Water District (FOWD) fire hydrant and valve maintenance programs, the FOWD blow-off and air-release maintenance programs, the FOWD inventory system, the FOWD vehicle and equipment preventative maintenance program, and receiving of FOWD materials and supplies; performs general building, yard, vehicle, and equipment maintenance; assists in duties related to the FOWD Injury and Illness Prevention Program and related safety programs; assists in duties related to building and vehicle security.

Essential Functions

The statements contained herein reflect general details as necessary to describe the primary functions of this job, the level of knowledge, the skills typically required and the scope of responsibility. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Implements the FOWD fire hydrant and valve maintenance programs; inspects, operates, refurbishes, and repairs fire hydrants and valves; maintains records for hydrant and valve maintenance and repair activities.
2. Implements the FOWD blow-off and air-release valve maintenance programs; inspects, operates, refurbishes, and repairs blow-off and air-release valves; maintains records for blow-off and air-release valve maintenance and repair activities.
3. Implements the FOWD inventory system; maintains inventory levels and ensures quality control in accordance with FOWD policy; assists with inventory reconciliation and reporting.
4. Receives materials and supplies; verifies and maintains records on incoming and outgoing shipments.
5. Maintains FOWD administrative building and corporation yard facilities maintenance, e.g., light bulb replacement, garbage pick-up, fuel delivery, fire extinguisher, pest control, yard material upkeep, landscaping, etc.
6. Implements the FOWD equipment safety training program (e.g., tools, forklift, backhoe, etc.).
7. Implements the FOWD vehicle and equipment preventative maintenance program.
8. Performs monthly fuel reconciliation and maintains records required for quarterly fuel tax filing.

9. Maintains a variety of files and records in accordance with FOWD policies and procedures.
10. Performs duties related to building and vehicle security.
11. Assists in completing duties related to field customer service.
12. Assists in implementing the FOWD safety programs.
13. Stores construction water meters when not in use. Delivers, and picks up the construction water meter to and from the FOWD administration building in accordance with the construction meter program.
14. Builds and maintains positive working relationships with co-workers and the public using principles of good customer service.
15. Drives a forklift, backhoe loader, dump truck, or other equipment.
16. Performs "on call" duties during off-hours of operation as needed.
17. Works overtime as required and approved with additional compensation.
18. Adheres to all policies, procedures, and standards of FOWD and pertinent Federal, State, and local laws relating to position functions.
19. Receives direction from the Operations Supervisor as required.

Other Duties

1. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and small machine maintenance.
2. May perform traffic control.
3. May be required to dig and backfill trenches using hand tools or mechanical equipment.
4. May operate a vehicle in excess of 26,001 Gross Vehicle Weight Rating (GVWR) requiring a California Commercial Class 'A' driver's license in adherence of the Department of Transportation (DOT) regulations.

Job Standards/Specifications

Knowledge of:

- Inventory best management practices.
- Construction safety laws, rules, and regulations.
- General landscaping, irrigation techniques, methods, and troubleshooting.
- DOT regulations for performing safety sensitive functions.
- Microsoft Office software applications.
- Parts and equipment used in water distribution industry.

Ability to:

- Communicate clearly and concisely, both orally and in writing.
- Operate FOWD equipment.

Typical Physical Activities

- Manual labor requiring use of manual and power tools.
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, climbing/balancing, and lifting/carrying.
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.

- Operate various types of machinery and equipment used in construction.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

- Exposure to the sun: Work time spent outside a building and exposed to the sun.
- High Temp: Considerable work time in hard manual labor in temperatures between 80 or more degrees.
- Wetness: May get part or all of the body and/or clothing wet.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.

Desired Qualifications

- Minimum of two years' experience in inventory control.
- Minimum of two years' experience working as a California Distribution Operator Grade II or higher.
- Working knowledge of MS Office software applications.
- Experience in equipment and vehicle maintenance and trouble shooting.
- Experience in maintaining buildings and property.
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

Required Licenses/Certifications

- California Water Distribution Operator Grade II Certification or ability to obtain within one year of employment.
- Forklift Operator Trainer Certification or ability to obtain within one year of employment.
- OSHA 10 Certification (10-hours of OSHA training) or ability to obtain within one year of employment.
- Valid California motor vehicle operators commercial class A license or ability to obtain one within one year of employment.
- Graduation from high school or equivalent.

Fair Oaks Water District is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available person in every job. District policy prohibits unlawful discrimination based on race, color, creed, sex, religion, marital status, age, nation origin or ancestry, physical or mental disability, and medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state or local laws. All such discrimination is unlawful. In compliance with the American Disabilities Act, Fair Oaks Water District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations.

I have received, read and understand the above job description.

Name (Please Print):

Signature:

Date:

Operations Superintendent:

Signature:

Date:

Manager:

Signature:

Date:

General Manager: Tom R. Gray

Signature:

Date:
