



Fair Oaks Water District Job Description

POSITION TITLE: Utility Crew Worker
DEPARTMENT: Maintenance
FLSA STATUS: Non-Exempt
DIRECTLY REPORTS TO: Maintenance/Construction Supervisor and/or Field
Supervisor as assigned
DIRECTLY SUPERVISES: N/A
Job Description Date: December 18, 2002

GENERAL STATEMENT OF JOB:

Under direct supervision, performs a variety of tasks in maintenance and construction activities and any other related duties that may be required.

ESSENTIAL FUNCTIONS:

The statements contained herein reflect general details as necessary to describe the principle 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. Installs water mains, services, valves, tees, valve boxes and related water distribution facilities and appurtenances.
2. Performs routine and specialized work in the maintenance and repair of valves, mains, services, and related water distribution facilities and appurtenances.
3. Investigates leaks and determines if they originate from private or public facilities; repairs leaks on District mains, services and valves, responds to customer complaints such as water waste, low pressure and water quality.
4. Drives a truck or other light equipment, may operate a dump truck or heavy equipment such as backhoes and loaders; operates a jackhammer, shovels, tamps and rakes asphalt, digs and backfills ditches, operates other equipment, including excavation equipment devices and tools used in maintaining a water distribution system and facilities; may operate a forklift.
5. May be required to alternate among such duties as landscaping, concrete work, painting, carpentry, caulking, and welding.
6. Notifies for water shut downs, emergency or otherwise as required.
7. Reads water meters and record reading; notes readings which appear high or low and reports need for testing; may replace or make minor repairs to water and flow meters which are malfunctioning; rechecks readings for accuracy after meter has been repaired.

8. Moves and places barricades, cones and other protective devices; performs traffic control duties as necessary.
9. Maintains and submits records of materials used on jobs as required; writes location cards when necessary; makes reports and completes assigned paperwork as required.
10. Checks assigned vehicle on a daily basis to ensure safe and dependable operation. May perform minor repairs to vehicles and equipment; maintains District vehicles and facilities in a clean and orderly manner.
11. Stocks vehicles to ensure materials are on hand for each job; maintains a truck tool inventory.
12. Performs "on call" duties during off-hours of operation as needed.
13. Promotes and fosters enthusiasm for the achievement of the District Mission.
14. Attends and participates in employee and other meetings, seminars, demonstrations, and safety training meetings as required.
15. May work overtime as required with additional compensation
16. Promotes safety at all times and complies with safety rules; performs duties pertaining to safety as outlined in the Safety Manual.
17. Performs any other duties as delegated, assigned or required.

MINIMUM TRAINING AND EXPERIENCE:

- One-year experience in Maintenance/Construction or equivalent experience.
- Graduation from high school or equivalent
- Any combination of training and experience may qualify if it would provide the skills, knowledge, and abilities to accomplish the job requirements.

SPECIAL CERTIFICATES:

- California Distribution Operator Grade I
- Valid California Driver's License Class **B** or higher preferred.

QUALIFICATIONS:

Knowledge of:

- Methods of water systems installation and repair
- Equipment, tools, materials and methods of the water systems installation and repair
- Materials and equipment used in the operation and maintenance of pumps
- Motorized equipment
- Functions, organizations and policies of the District
- Pertinent federal, state, and local laws, codes and regulations.
- Computer programs relating to typical job functions.
- Modern office methods, procedures and equipment.

Physical Requirements:

- Manual labor requiring continuous bending, kneeling, lifting and use of manual and power tools.
- Use fine and gross motor coordination in using numerous maintenance, power and hand tools, and equipment and machinery.
- Use fine and gross motor coordination including, bending, kneeling, lifting, sitting, walking, driving and small parts assembly.
- Travel regularly by vehicle for District related duties and activities
- Exert considerable physical effort in moderate to heavy work involving stooping/kneeling, pushing/pulling, fingering/feeling, climbing/balancing and lifting/carrying
- Lift, carry, push, and/or pull objects weighing up to 100 pounds.
- Operate various types of machinery and equipment such as the drill press, tapping machine, grinder, compactor, boring machine, hydraulic pump, jackhammer, pipe locator, and spade.
- Differentiate between and perceive color, sound, smell, taste, texture and form.
- Operate a variety of automated office machines including a calculator, telephone, personal and minicomputers, and peripheral equipment.
- Operate light to heavy motorized construction equipment.
- 20/20 sight preferred or equivalent using corrective lenses as necessary.
- Ability to hear low tones or directions over loud noises.

Mathematical Ability:

- Make mathematical computations rapidly and accurately.
- Add, subtract, multiply, divide; calculate decimals, ratios, percentages, and fractions and read a tape measure.

Judgment and Situational Reasoning Ability:

- Operate various types of machinery in construction and maintenance activities
- Perform a variety of skilled construction and repair tasks
- Apply common sense understanding to perform highly repetitive tasks such as manual labor
- Operate truck or other motorized equipment & various types of equipment and tools, may perform minor mechanical repairs as necessary.
- Apply common sense understanding to perform semi-repetitive tasks, such as operating machinery, equipment and machine monitoring
- Apply principles of rational systems such as mechanical repair
- Refers any important items not covered by existing policies to the Field Supervisor or Maintenance Supervisor.

- Ability to concentrate in mild conditions and exercise independent judgment in frequently routine situations, such as repairing water leaks safely and carefully and rendering decisions in mild pressure, low stress situations; risk in error is minimal.
- Work independently, use time wisely, and complete assignments in a timely manner as well as take directions.
- Identify safe and unsafe situations and be able to communicate the situation quickly to others.

Language Ability and Interpersonal Communications:

- Read gauges and testing equipment
- Keep accurate & legible records
- Work from diagrams and maps
- Maintain accurate and detailed time sheets
- Read, write legibly and speak using proper grammar, punctuation, and correct spelling.
- Follow directions, both verbal and written.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with District staff and supervisors and those contacted in the course of work.
- Maintain effective public relations, both internal and external.

Environmental Adaptability:

- Work both indoors and outdoors, during all types of weather.
- Exposure to heat and cold, noise, hazardous materials, vibration, dust, smoke, traffic, electrical currents, hazardous utilities and potentially explosive materials using appropriate safety equipment.
- Nighttime/On-Call duties may be required.

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, 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: _____