

North Marin Water District
UTILITY WORKER II

*This class description is only intended to present a summary of the range of duties and responsibilities associated with the positions. Descriptions **may not include all** duties performed by individuals within the class. In addition, descriptions outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION

Under close supervision and continuous training, performs semi-skilled and skilled work in the construction, maintenance and repair of water system facilities and do related work as required.

DISTINGUISHING CHARACTERISTICS

The **Utility Worker II** is an entry-level position within the Construction and Maintenance Departments responsible for performing a full array of duties in the installation and maintenance of the District's water and wastewater systems. This class works closely with the Utility Worker III: Construction installing and repairing of pipelines, valves, fittings, assists in installing and the repairs of water services, tapping mains, hydrants, does shoring and backfilling of trenches and other related skilled work or working with the Utility Worker III: Maintenance and the Cross-Connection Control Technicians assisting in technical maintenance duties focused on Backflow and other related work.

SUPERVISION RECEIVED

Receives direct supervision from the Pipeline Foreman or Maintenance Supervisor and general supervision from the Construction or Maintenance Superintendent. The **Utility Worker II** may be assigned as acting Utility Worker III in his/her absence.

ESSENTIAL DUTIES (include but are not limited to the following)

Construction track: Performs a full array of semiskilled-level pipe maintenance duties including installing and repairing water line services, backflow devices and fire services; conducts inspections and repairs of pipelines, valves, hydrants, service lines and meters; implement traffic controls at work sites; applies protective coatings to pipes; responds to emergency calls for service involving the location and repair of leaks in pipelines, valves, hydrants, meters and other facilities; chlorinates and pressure tests pipelines; performs taps on live pipe lines of all sizes; measures, cuts, threads, fits and installs pipe of all sizes; operates assigned vehicles and equipment including a forklift, front-end loader, dump truck, concrete saw and a variety of air and power tools; operates District Class A licensed required equipment.

Maintenance track: Performs a full array of semiskilled-level maintenance duties of District facilities and equipment for protection from backflow to protect the public health and the distribution system from damage and contamination. This would include inspecting, testing and repairing backflow services; maintains records for Districts reporting requirements, assists CCC Tech in locating and marking underground pipeline facilities from maps, drawings or sketches and cleaning and flushing mains for water quality. Performs preventive maintenance tasks through NextGen/Asset Management work orders; carry out preventative and unplanned maintenance tasks, participates in training programs.

OTHER DUTIES

Cuts asphalt, operates jackhammers, tampers, compressors, trucks and other related equipment; assists in building forms, pouring concrete, backfilling trenches, does temporary paving, acts as flagman; assists in locating and marking underground pipeline facilities from maps; cleans and flushes mains for water quality; and other miscellaneous work needs. May assist in the performance of pipe maintenance duties including installing and repairing water line services, inspections of pipelines, valves, hydrants, service lines and meters; repairs or replaces deficient equipment as necessary; responds to emergency calls for service involving the location and repair of leaks in

pipelines, valves, hydrants and meters; measures, cuts, threads and fits pipe of all sizes; operates assigned vehicles and equipment including a forklift and a variety of air and power tools. Understands and observes safety rules, enforces same when acting as lead man. Perform routine grounds maintenance including mowing, trimming and pruning; clear brush and trash from District sites and facilities. Understands and observes safety rules, enforces same when acting as lead man. Maintains proficiency in the use of electrical safety procedure and gear, and in the use of other specialized safety equipment. Employees in this position are expected to be in the on-call rotation for all emergencies. Employees in this position are also to follow water loss protocols.

QUALIFICATIONS (The following minimum qualifications are necessary for entry into the class)

Education/Experience

Sufficient experience and education to successfully perform the duties of a **Utility Worker II**. A typical way of obtaining the required qualifications is to possess the equivalent of three to four years of experience maintaining, repairing and installing water/wastewater pipelines, backflow testing systems or the performance of related work and possession of a high school diploma or its equivalent.

Knowledge/Skill/Ability

Knowledge of: uses and operational characteristics of general construction and maintenance equipment and tools; techniques and procedures for installing and maintaining water facility construction equipment and apparatuses, occupational hazards and standard safety practices including but not limited to traffic control, operational characteristics of a pipeline maintenance program; repair and preventive maintenance techniques and procedures; principles and practices of welding; basic methods and techniques of backflow prevention and cross-connection control; pertinent Federal, State and local laws, codes and regulations; and applicable Occupational Safety and Health Association (OSHA) regulations; Underground Service Alert (USA) best practices and regulations; basic computer skills for organizing work and maintaining work orders (MS Outlook and Excel, NextGen/Asset Management).

Skill and Ability to: perform installation, maintenance and repair work related to water pipelines; learn to identify problems in backflow prevention devices and implement the appropriate actions; work in confined spaces; operate heavy equipment and tools; respond to questions and inquiries from the public in a courteous, effective and appropriate manner; work independently in the absence of direct supervision; read and interpret blue prints and schematics; work overtime, weekends, holidays as required and remain available in the event of an emergency; maintain effective working relationships with those contacted in the course of work.

License/Certificate:

Possession of a valid Class C California Driver's License.

Construction track:

- Possession of a valid California Class A driver's license and a satisfactory driving record.
- Possession of a California State Water Resources Control Board Grade D1 Water Distribution Operator Certificate.

Maintenance track:

- Possession of a California State Water Resources Control Board Grade D1 Water Distribution Operator Certificate.
- Possession of the AWWA Backflow Preventer Tester certificate

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

The work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions with exposure to dust, noise and heavy mechanical equipment. Involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces and trenches, handling noise-producing tools and equipment; sitting, standing, walking, kneeling, squatting, stooping, turning, bending, lifting, reaching, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires operating at heights, light and heavy lifting, pushing and dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgment, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment and moving traffic.

OTHER REQUIREMENTS

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Approved	EM for abw
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