

## **North Marin Water District**

### **UTILITY WORKER I**

*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 direct supervision performs semi-skilled duties in the construction, maintenance, and repair of water and sewer system facilities and building and grounds maintenance; and performs other work assigned.

#### **DISTINGUISHING CHARACTERISTICS**

The **Utility Worker I** is an entry-level class in the Construction/Maintenance and Operations/Maintenance departments. Employees in this class perform semi-skilled work, assist others in performing skilled tasks, and may occasionally be assigned the more skilled work. The **Utility Worker I** will be expected to demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties.

#### **SUPERVISION RECEIVED**

Receives direct supervision from the Pipeline Foreman, Distribution Maintenance Foreman or Maintenance Supervisor and general supervision from Construction/Maintenance Superintendent and/or Operations/Maintenance Superintendent.

#### **ESSENTIAL DUTIES** (includes but are not limited to the following)

Performs semi-skilled work involving the construction, maintenance and repair of water and wastewater facilities including laying and joining pipes and repairing leaks; turns valves; exercises hydrants; operates and maintains a variety of mechanical equipment including tractors, forklifts and air tools, hand and power tools; observes, assists and occasionally performs skilled maintenance duties including carpentry, painting and concrete work and finishing; participates in the assigned duties of a pipe and/or maintenance crew; installs meters and consumer services; backflow devices, cuts pipe, performs excavations, shoring and backfilling and road repair work; performs routine grounds maintenance duties including mowing, trimming and pruning landscaped areas; clears brush and trash from roads and culverts.

#### **OTHER DUTIES**

Assists in preventive maintenance programs through Asset Management work orders; carries out predictive, preventative and unplanned maintenance task; participates in training programs. Performs tasks of a semi-skilled or unskilled nature as required, such as digging conduit trenches, cleaning/painting structures and equipment. Site recycled water inspections, backflow device testing.

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. Is on call at all times for emergencies. Follow water loss protocols.

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

##### Education/Experience

Possess sufficient experience and education to successfully perform the duties of a Utility Worker I. A typical way of obtaining the required qualifications is to possess the equivalent of one year of experience maintaining, repairing and installing water/wastewater electrical/mechanical systems or the performance of related work; possession of a high school diploma or the equivalent.

### Knowledge/Skill/Ability

*Knowledge of:* the operational characteristics of tools and equipment used in pipe and water facility construction, maintenance and repair; occupational hazards and standard safety practices; repair and preventive maintenance techniques and procedures related to water and sewer systems and facilities; tools and equipment used in street maintenance and repair.

*Ability to:* perform semiskilled maintenance and repair work related to water and sewer systems and facilities and streets; use and operate a variety of vehicular and stationary mechanical equipment, hand tools, and power tools in a safe and effective manner; work independently in the absence of close direct supervision; perform heavy manual labor; work weekends, holidays 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:

- Must obtain a valid California Class A driver's license or ability to obtain said certification within 2 years from date of hire.
- Must obtain a California State Water Resources Control Board Grade D1 Water Distribution Operator Certificate within 2 years from date of hire.

#### Maintenance track:

- Must obtain a California State Water Resources Control Board Grade D1 Water Distribution Operator Certificate within 2 years from date of hire
- Must obtain the AWWA Backflow Preventer Tester certification within 2 years from date of hire.

### **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 and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise-producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, 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 light and heavy lifting, pushing a 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.

### **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	5/17/22
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