

LAMONT P.U.D.  
POSITION DESCRIPTION

| PERTINENT POSITION DESCRIPTION  |                                   |
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| Position Title: Utility Worker II   | Department: Utility               |
| Reports to: Water System Supervisor and<br>Wastewater Treatment Plant<br>Supervisor | FLSA Classification: Non – Exempt |
|   | Approval Date: 04-01-2024         |

**POSITION SUMMARY:**

Requires the ability to perform a variety of routine, skilled and semi-skilled maintenance work and operate a variety of equipment in the construction, operation, inspection, repair, maintenance, and replacement of water distribution facilities and treatment systems. Operate, maintain and adjust equipment in compliance with established standards. Perform maintenance of equipment, facilities, and grounds. Ensure a high level of cleanliness of assigned areas and associated buildings/facilities and grounds, pumps, valves, and other equipment receive timely lubrication. Perform daily monitoring of water works facilities through the operation of the Water Division's central system Supervisory Control and Data Acquisition (SCADA) system. Incumbents monitor District wide water usage and communicate production and pumping needs to the Water System Supervisor. Exposure to operations of the wastewater collection and treatment systems when requested.

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**ESSENTIAL RESPONSIBILITIES:**

- Installs, maintains, and repairs water mains, water service connections, fire hydrants, valves, wastewater collection pipelines and treatment equipment.
- Monitor assigned plant operations and record data from meters, gauges and recording chart readings. Reports malfunctions and unusual trends to the appropriate Supervisor, may make minor corrections and report the action taken.
- Collect raw water, in-process finished water and effluent samples and conduct laboratory tests, such as PH, chlorine and turbidity, in accordance with established procedures. Maintain appropriate records.
- Clean pumping equipment using tools such as high-pressure washers, water houses and brushes.
- Perform routine maintenance on equipment, such as lubrication, oil changes and belt changes. Assists in routine repair work such as disassembly, repair and installation of valves, switches and process instrumentation, motors and related equipment.
- Performs maintenance duties, including inspection, cleaning and maintenance of tanks; corrosion control of plant piping and valves; structural concrete repairs; scraping and painting; plumbing; minor electrical repairs.
- Perform all work in accordance with sound safety practices and using appropriate safety devices and equipment.

- Sets up barricades and other warning devices to channel traffic around construction areas or other hazards.
- Cuts, taps, and threads water pipe and makes copper, plastic or other joint connections.
- Operates power driven machinery such as jack hammers, tampers or other similarly sized equipment.
- Operates mobile equipment such as dump trucks, crew trucks, boom trucks, small trenching machines, and small tractor-mounted dozers and backhoes in support of installation and repair work.
- Cleans work area after completing job assignments.
- Notifies customers of necessity for interruptions of water service.
- Opens and closes main valves, manually or with a valve operating machine, for water main extensions or repairs.
- Locates valves, water meters, manholes and cleanouts using quarter section maps or electronic detector.
- Raises, lowers or relocates water meters, valves, manholes and cleanouts to allow clearance for other utilities improvements.
- Sets meter boxes and water meters and records meter readings and other required meter identification information.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Perform clerical and administrative duties as assigned.
- Discontinue water service to delinquent accounts.
- May be required to work weekends, holidays, after hours and on-call and to all emergency responses.
- May perform work as assigned.

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## **MINIMUM QUALIFICATIONS:**

**Knowledge of** – Methods and techniques used in the installation and repair of water mains and service connections, Confined Space Entry procedures, trench safety, hard hats and vest policies, and other safety issues inherent in the work.

**Skilled in** – The use and care of tools and equipment used in the installation, maintenance and repair of the water distribution system.

**Ability to** – Work in a variety of weather conditions with exposure to the elements; Understand and follow written and oral instructions in the English language; Learn job-related material primarily through oral instruction and observation in an on-the-job training setting; Use common hand tools such as jack hammer, saws, screwdrivers, or similar tools; Read, comprehend, and interpret written material in the English such as operations manuals and MSDS; Move heavy objects (50 pounds or more) long distances (more than 20 feet); Set up or remove barricades, traffic cones or similar objects; Dig up ground for ditches or holes using a pick, shovel, spade or other tools; Move debris, dirt or other material from one place to another using a

shovel, rake or other tool; Clean equipment using appropriate materials; Travel across rough, uneven or rocky surfaces at excavation sites; Work in small, cramped spaces, such as ditches, to install or repair water mains, service connections, hydrants, and valves; Coordinate the movement of more than one limb simultaneously (Example: using a jack hammer to break pavement); Communicate orally with co-workers, customers of the public in face-to-face one-to-one settings; Observe or monitor objects to determine compliance with prescribed operating or safety standards; Measure distance using a tape measure or other measuring device; Work safely without presenting a direct threat to self or others.

**Licenses and Certificates** – Possession of a valid D2 and T2 California State Water Resources Control Board. Must have a California driver’s license.

**Physical Abilities and Work Environment** – The employee must be able to stand for lengthy periods of time in both indoors and a variety of outdoor physical and weather environments with exposure to extreme temperatures. Walk over uneven ground, climb stairs and ladders, work at heights, stoop, bend, kneel, work in confined places, and possess keen hearing and smell. Operate motorized vehicles and equipment. Exposure to a variety of hazardous gases, chemicals, and chemical compounds used in the course of work; Employee must possess the manual dexterity to use small hand tools, to use keyboard equipment, and be able to lift up to 50 lbs.

**Other** – Fluent in Spanish is desirable.

## **EDUCATION AND EXPERIENCE:**

Any combination of experience and education that would be likely to provide the required knowledge, skills, and abilities could be qualifying, as determined by the District. A typical way to obtain the knowledge, skills, and abilities is:

**Experience** – One year experience as a Utility Worker I or equivalent experience.

**Education** – Graduation from high school or G.E.D. equivalent.

**Special Requirements** – A Grade II distribution and Grade II treatment certification from California State Water Resources Control Board.