

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## UTILITY WORKER III

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DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - 11/19/2008

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**SUMMARY:** Performs a variety of skilled and semiskilled routine duties in the construction, repair, and maintenance of water distribution and collection systems; drainage system maintenance; buildings and grounds maintenance; installation, maintenance and repair of water service lines and meters; to operate a variety of equipment; and to perform other related duties as required. Oversees Utility I & II workers.

**SUPERVISION:** Receives direct supervision from the Utility Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs a variety of skilled and skilled laboring tasks in the construction and maintenance of water distribution and collection systems, drainage system, roads, pipelines and other District facilities;
- inspects job sites to check on work progress, assure satisfactory completion and plan new assignments;
- maintains districts open channels and ditch systems;
- investigates customer complaints related to water, wastewater and drainage system operation; reads residential and commercial meters;
- works in or around hazardous panels and equipment; assists operations staff as needed;
- observes variations in operating conditions and makes appropriate suggestions or adjustments;
- reads residential and commercial meters; enters data into computer;
- mark out District utilities for USAs;

- makes water and sewer line repairs;
- updates and maintains daily shift log; tracks meter, distribution, and other repairs on Districts network;
- operates backhoe, dump truck, jetting unit or other equipment;
- performs a wide variety of maintenance work according to District needs.

**DISTINGUISHING CHARACTERISTICS:**

This is the advanced working level in the Utility Operator series. Incumbents are expected to perform the more difficult operations and maintenance assignments with minimum guidance and supervision in the repair and maintenance of District water distribution, collection systems and related buildings, grounds and facilities; to provide work direction and assist the Utility Supervisor; to have daily responsibility for field operations and its maintenance; train other staff to operate a variety of power driven equipment and tools utilized in construction and maintenance activities, safety equipment, and all aspects of distribution operations.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required.

Must have ability to perform a variety of unskilled and semi-skilled work in construction repair and maintenance tasks above and below ground.

Ability to oversee and train personnel in a wide range of repair and maintenance work at water, wastewater and drainage facilities; Effectively operate a variety of light and moderately heavy mechanical equipment. Read and interpret sewer and water system maps and engineering drawings. Keep records and prepare reports as needed. Skillfully use hand and power tools. Safely operate backhoe and related equipment in and around other utilities. Use computer equipment and related peripheral equipment to enter and extract information. Perform strenuous manual labor. Insure proper use and maintenance of Personal Protective Equipment. Read and write at the level required for successful job performance. Follow and give written and oral instructions. Oversee the completion of tasks and projects independently and as a team. Work unusual shifts, weekends, evenings, and holidays when required, as well as work standby and respond to emergency calls. Establish and maintain cooperative working relationships. Fill in for District Utility Supervisor position and duties as necessary.

**EDUCATION AND/OR EXPERIENCE:**

Any combination of training and experience, which would likely provide the required knowledge and ability, is qualifying;

Minimum Education: High School diploma and/or equivalent.

Candidates must be 18 years of age prior to appointment because of the hazards of the job, as defined by the Fair Labor Standards Act.

Three years of experience as a Utility Worker II with Rancho Murieta Community Services District or equivalent work elsewhere, *and*

Two years of general laboring work involving repair and maintenance of water distribution and collection equipment, grounds, facilities and systems.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

Possession and maintenance of a Water Distribution 1 Certificate issued by the California Public Department of Health and must obtain Water Distribution 2 Certificate within 18 months of entering this position. Incumbent must complete the appropriate amount of continuing education hours as required by the State of California to maintain the certification.

Failure to obtain and maintain the appropriate credentials may constitute a cause for termination from this appointment.

Possession of higher Water Distribution Operator certification Grades and CWEA collection system operator I certification is highly desired and will be mandatory should the system change and require it.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must meet the rating capacity of equipment in order to perform duties of the position; Frequently bend, stoop, squat, kneel, crouch and reach above the shoulder; Wear respirators as needed to perform work.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to toxic or caustic chemicals and vibration, risk of electrical shock.

The noise level in the work environment is usually loud.

**COMMENTS:**

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.

Appointment to this position falls under a one year probationary period with the District.

**Utility III Wage Schedule 2008 – *proposed***

A                    B                    C                    D                    F                    G                    H  
(See excel spreadsheet)