



PICO WATER DISTRICT

WATER MAINTENANCE I

QUALIFICATIONS

Annual Salary Range:
Water Maint. I \$56,097.60 - \$68,186.98

DEFINITION:

Under close / general supervision from the Director of Operations or his designee, the Water Maintenance I classification performs the more routine and repetitive maintenance, installation, and repair assignments. As incumbents develop job knowledge and skills, they may begin performing duties and responsibilities characteristic of a more advanced job. When sufficient experience has been obtained, as well as all required certifications and an ability to work independently has been demonstrated, an incumbent may be eligible for promotion to a higher-level position. The Water Service Worker II classification performs the full range of water service system maintenance, installation, and repair assignments with minimal supervision and training.

EXAMPLE OF DUTIES- WATER MAINTENANCE I

The duties listed below are illustrative only and are not meant to be a complete listing of all duties and responsibilities of this position.

- Assists with the installation, testing, and repair of meters.
- Assists with the repair of all distribution facilities including services, valves, water line repair, angle stops, corporation stops, etc.
- Cleans weeds, bushes, trees and all District sites as directed.
- Assists with a variety of maintenance and repairs on all water distribution facilities.
- May contact customers regarding high bills and field test meters.
- May check on customer complaints regarding low pressure, high pressure, and water quality.
- Perform shutoff of meters & services, and/or removes meters, as directed.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Assists' and learns to operate a variety of power hand tools and power-driven equipment such as; jackhammers, air compressors, forklifts, backhoes and trucks.
- Assists in trench excavation and backfill work.
- Assist's in the proper installation of traffic safety setup per the WATCH Manual.
- Cleans and maintains all District facilities, vehicles, & equipment
- Reads commercial and residential water meters on all assigned routes.
- Maintain routine records.
- Required to be on standby duty for a continuous period of seven days at scheduled intervals.

Water Maintenance I Other Duties / Range of Knowledge:

- Methods, materials, and equipment used in water service installation, maintenance, and repair work
- Installation, maintenance, repair, and testing of water meters.
- District policies and procedures related to customer services and customer relations.
- Proper work safety standards.
- Operate a District vehicle
- Communicate orally and in writing with District staff in face-to-face, one-to-one settings.
- Basic knowledge of materials and equipment used in water service installation, maintenance and repair work.
- Shuts down main lines in emergencies situations
- Distributes customer notices.
- Performs related duties as assigned.
- Responds to after hour emergencies; may occur on weekends & holidays

Water Maintenance I Ability to:

- Perform basic work assignments in the installation, maintenance, and repair of water service systems and meters.
- Learn the more complex water service and meter installation, maintenance, and repair work.
- Operate motor vehicles and power-driven equipment used in water service work.
- Perform heavy physical labor.
- Perform a variety of construction, repair and maintenance tasks.
- Respond to public inquiries and complaints in a tactful, courteous manner.
- Operate hand and power tools and equipment.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships; work efficiently and safely with others.
- Work under routine and emergency conditions, sometimes in severe weather.
- Safely operate motor vehicle; safely operate heavy construction and repair equipment with proficiency and efficiency.
- Recognize and address hazards encountered in the course of work.
- As assigned, perform valve and hydrant inspection, maintenance, and repair work with skill and effectiveness.

Water Maintenance I & Typical Physical Activities:

- Operates District vehicles during the course of field installations and maintenance work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, mobile phone, tablet and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Water Maintenance I & Environmental Factors:

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
- High temp: Considerable work time in hard manual labor in temperatures exceeding 80 degrees.
- Humidity: Work in areas with unusually high humidity.
- Noise: Occasionally there are unusually loud sounds.
- Slippery surfaces: Occasional work on unusually slippery surfaces.
- Oil: Some parts of the body in contact with oil or grease occasionally.
- Dust: Works in or around areas with minor amounts of dust.
- Irregular or extended work hours: Occasionally required to change working hours or work overtime.
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet

Water Maintenance I Desirable Qualifications:

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

Experience: One year of responsible work experience in maintenance and construction work.

Water Maintenance I License Certificate Registration Requirement:

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Required to possess or attain within two years of hiring a California State Department of Public Health Water Distribution Grade D2 certificate and California State Department of Public Health Water Treatment Grade T2 certificate or any other required certificates.

Equal Opportunity Employer

Pico Water District is an equal opportunity employer and does not discriminate in hiring, training, promotion, compensation or terms of employment on the basis of race, religious creed, color, natural origin ancestry, physical handicap, medical condition, marital status or sex.

Americans with Disabilities Act

The District will make such reasonable accommodations to enable persons with disabilities to fulfill the requirements of the position in accordance with the Americans with Disabilities Act of 1990.