

CASITAS MUNICIPAL WATER DISTRICT

JOB TITLE: Utility Worker I
CLASSIFICATION: Non-Exempt
REPORTS TO: O&M Manager
SALARY LEVEL: E-13
DATE: 1/21/2016

Definition

Under immediate supervision, reads meters, performs customer service duties, assists in the testing, repairing, and maintenance of meters and equipment of the pipeline system, maintains operation records, and does other related work as required and assigned.

Essential Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Primary duties include but are not limited to the following:

- Read meters using automated meter reading/billing system;
- Answer customer inquiries on water service;
- Complete turn-ons and turn-offs of service as scheduled;
- Performs the repair of water meters by disassembling, inspecting, replacing parts as needed, reassembling, and testing for accuracy;
- Performs preventative maintenance of valves, hydrants, vaults, meter boxes, and other distribution system assets;
- Works directly with the public and fosters good public relations.

Secondary duties to assist with include but are not limited to the following:

- Assists in pipeline flushing program and takes water samples as needed;
- May assist with other District sections as needed;
- Requires knowledge of the 11 Commandments of good customer service.

Knowledge, Skills, and Abilities

Basic knowledge of methods, tools and equipment used in mechanical repair work. Ability to assist in the repair and maintenance of water meters, valves, and related equipment. Skilled in basic computer skills including the ability to utilize word processing, spreadsheets, databases, email and internet. Ability to deal tactfully and effectively with the public and fellow employees and maintain good working relationships. Follow oral and written instructions both for job functions and safety requirements of the District. Establish and maintain effective relationships with others.

Education and Experience:

Any combination equivalent to graduation from high school and a minimum of one year experience as a utility worker with mechanical repair or service work in a water or wastewater utility.

Certificates, Licenses, and Registrations:

Possession of the following:

- California Class C driver's license
- Grade I Water Distribution Operator's certificate issued by the California State Water Resources Control Board; or ability to obtain such within a two-year period of time.
- Grade I Water Treatment Operator certificate issued by the California State Water Resources Control Board; or ability to obtain such within a two-year period of time.
- CPR/First Aid certificate

Work Environment or Environmental Elements:

Employees work indoors and outdoors, and may be exposed to cold and hot temperatures, inclement weather conditions, loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

Physical Requirements:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on

uneven terrain, and to climb and descend ladders, and operate varied hand and power tools and construction equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception and color vision. Ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have manual dexterity sufficient to operate a District vehicle, computers and standard office machines such as fax, calculator, telephone, copiers, etc. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Other Requirements:

- United States citizenship or legal eligibility to work in the United States.
- Medical evaluation and pre-employment physical and drug screening to determine physical fitness for the job.
- Acceptable driving record consistent with the standards established by the District.
- Participation in job training or professional development programs.

Working Conditions:

Must be willing to work weekends, holidays, and off-hour shifts for emergency callback response.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions.

Employee Signature

Date