

**COASTSIDE COUNTY WATER DISTRICT
CLASS SPECIFICATION
MAINTENANCE WORKER**

DEFINITION

Under general supervision, performs a wide variety of more routine maintenance, repair, installation, inspection and other tasks related to District water distribution and transmission lines, meters, hydrants, storage tanks, and wells; reads meters and records water consumption; responds to customer service requests and complaints; assists in the performance of preventive maintenance and repair of water treatment and pumping equipment; performs a variety of facility maintenance activities; and does other work as required.

DISTINGUISHING CHARACTERISTICS

This is the trainee and first working level in the Maintenance Worker class series. Incumbents receive closer supervision and training initially, and are expected to be able to perform a variety of tasks without direct supervision after a period of time. This class performs work of varying difficulty, including unskilled, semi-skilled and skilled maintenance work. There are no supervisory duties.

EXAMPLES OF DUTIES

Duties may include, but are not limited to:

- Installs service connections and repairs water leaks; coordinates installation site with contractors to ensure best site is chosen; marks other utility lines (e.g., gas, electrical, sewer) to ensure safe installation; informs customer(s) that water is being turned off and on; places barricades, side and cones around work site to protect the work crew and public; directs traffic at installation site; reads water distribution system map regarding pipes sizes and the like; cuts asphalt and cement with cement saw; digs trench using hand and powers tools and equipment such as a backhoe; assists backhoe operator in pin-pointing other utilities in the ground and locating water lines; operates pneumatic “mole” for underground trenching; operates a variety of power tools such as compressor, jackhammer, and wacker; drives dump truck to remove excavated soil and to pick up backfill; installs water mains, pipes, meters, hydrants and hydrant heads; repairs leaks by installing new cooper, repair coupling, full circles, angle stops and pieces of main line pipe as needed; repairs and replaces concrete and asphalt surfaces; completes service/installation reports.
- Reads and records amount of water consumption from water meters using a computer; searches computer data base to identify unread meters; inputs notes and problems concerning meters into handheld computer; reports unusual water usage and water loss; determines whether there is a leak and if the leak is the District’s responsibility; identifies causes of high usage and works with customers to reduce

usage; gives customers dye-tabs in order to identify leaks; refers customers to low-flow rebate program; cleans, changes, and installs risers on meters; uses hand and power tools to trim around meter boxes, fire hydrants and the like; delivers “late bill notices” to customers.

- Performs a variety of repair and maintenance tasks; repairs and maintains meters and meter boxes, tanks and hydrants; maintains grounds by pruning, planting, weeding, watering and replacing fences and gates; cleans and performs routine maintenance on automotive and field equipment; cleans and paints buildings, storage tanks and plant facilities; drains water and sludge tanks and uses high pressure water sprayer to clean filters and tanks; transports materials to pump stations and treatment plants; assists in performing preventive maintenance and repair work on pumping and treatment station equipment such as cleaning pumps, adjusting and replacing packing, greasing pumps, and assisting in pump and motor overhauls.
- Completes various routine inspection and monitoring tasks; inspects wells and storage tanks; takes water samples; records well levels, tank pressure and other readings; flushes and disinfects unused wells; exercises valves to ensure proper functioning; inspects pumps to ensure proper drawing of water; bleeds stagnant water from main lines.
- Completes or prepares service reports, meter reports, well reports and the like; picks up and delivers mail, agenda packets and notices; provides and receives information from other staff; answers inquires from the public; attends training, conferences and meetings; responds to emergency and after-hour calls as needed.
- Prepares well, meter and service reports. Attends staff meeting, training and other meetings. Responds to public inquires in person and by telephone.
- May perform weekend and holiday treatment plant and pump station monitoring, inspection and operating duties with possession of appropriate certification.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

A High School diploma or equivalent, and two years of experience performing a variety of semi-skilled labor.

Knowledge of:

- The use and care of common hand and power tools.
- Practices and procedures used in the maintenance and repair of water lines, including cement work and some carpentry.
- Safety practices and principles related to the use of hand and power tools and water line maintenance.
- Basic mathematics.

Ability to:

- Exercise good judgment, keep calm and make appropriate decisions in emergency situations and under pressure.
- Learn and apply laws and regulations to safe drinking water.
- Understand and follow oral and written instructions.
- Read and understand manuals, material data sheets, maps and the like.
- Perform mathematical calculations.
- Interact effectively with the public and other employees.
- Work cooperatively with others as part of a crew.
- Learn and perform a variety of semi-skilled and skilled tasks in the maintenance of water transmission lines, equipment and facilities.
- Learn to safely and effectively operate a variety of power equipment and tools used in water operations, including: cement saws, jackhammers, tampers, pneumatic “mole,” generators, chainsaws, dump truck, and backhoe.
- Safely and effectively operate pickup trucks and utility trucks.
- Learn to operate computers, read meters, read gauges and make simple chemical tests.
- Lift and carry items weighing up to 80 pounds, such as a sack of cement.
- Perform tasks requiring strength, such as shoveling, lifting equipment onto trucks, and climbing over rough terrain.
- Perform tasks requiring manual dexterity, such as calibrating equipment, assembling tools and equipment, and pouring chemicals.
- Work in low light conditions, such as in access holes or tunnels or in trenches at night.
- Distinguish colors, such as those in color-coded wiring, chemical test guides and types of soil/backfill around different underground utilities.
- Hear and distinguish sounds, such as the voice of workers in noisy environments and the sounds of operating equipment.

License Requirements: Possession of a valid Class C California State operator’s license provided that employees must obtain a valid Class B license within six months of employment. Possession of a valid Grade I Water Distribution Certification issued by the State of California within 24 months form date of employment. (A Grade II Water Distribution Certificate may be required of one or more employees in this class if there is an insufficient number of other staff to maintain operations safely.)

Special Working Conditions. Exposure to: variable temperature and weather conditions; confined work spaces, such as being lowered into and performing work in access holes; heights, such as on ladders and storage tanks; high levels of noise; electrical hazards; dust; the possibility of experiencing burns, bodily injury and contact with toxic substances or chemical irritants; working alone in isolated areas. Availability to work irregular hours, including responding to twenty-four hour emergency calls.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Each incumbent does not necessarily perform all duties.

Former Title- Maintenance Worker I