



ROWLAND WATER DISTRICT

MAINTENANCE I

Definition

Under general supervision from the Field Operations Supervisor, this position performs a wide variety of skilled tasks in the installation, maintenance, and repair, of the potable and recycled water distribution systems and related facilities. This position is the entry level class in the maintenance worker series and requires skill sets necessary for complex work assignments and lower Distribution Operator certification.

Examples of Duties – Duties may include, but are not limited to, the following:

- Perform general maintenance and repair of potable and recycled water transmission and distribution systems.
- Install/repair/remove large and small water service connections, meters and meter boxes.
- Cut, fit, and install/repair water mainlines, clean and flush water mainlines; and repair/replace water mainlines valves and other related appurtenances.
- Inspect water distribution system for leaks due to pipeline or fitting failures, adequate flows and pressures and pump malfunctions.
- Operate distribution system valves and related water distribution equipment as assigned.
- Assist in directing, training and supervising subordinate field positions.
- Install or repair fire hydrants; and verify designed flow capacities and pressure levels as assigned.
- Perform related water system facilities maintenance and repair work as assigned.
- Operate various District vehicles; perform minor truck servicing and general inspections; document and report mechanical and/or other problems.
- Maintain service truck supplies and materials inventory.
- Accurately locate, expose and repair mainlines, services and related facilities.
- Install barricades and re-route traffic in a safe manner.
- Operate various types of construction equipment including pneumatic jackhammers or similar equipment to remove dirt, concrete or asphalt.
- Install and finish concrete and asphalt surfaces.
- Maintain accurate records of assignment tasks.
- Assigned to regularly scheduled seven-day stand-by duty watch and can be required to perform related duties during any shift.
- Responds to emergency situations on an “as needed” basis.

Typical Physical Duties

- Operate various types of District vehicles.
- Operate electric, pneumatic and engine powered equipment.
- Must be able to carry, push, pull, reach and lift equipment and parts weighing up to 50 pounds, occasionally lifting up to 90 pounds may be required.
- Stoops, kneels, crouches, crawls and climbs during field and maintenance work.
- Work in inclement weather and in confined environments exposed to heat, dust, noise and dirt.
- Stands and walks for extended time periods.
- Hearing and vision corrected to within normal ranges.

Basic Knowledge of:

- Construction and maintenance methods, procedures, tools, equipment, supplies and materials associated with water distribution system operations.
- Proper work safety standards.
- Approved traffic safety and delineation practices.
- Safe work practices associated with hazardous environments and materials.
- Proper operation of various types of construction equipment used in the water industry.

Basic Abilities To:

- Understand and follow oral and written instructions and directions.
- Communicate orally and in writing with supervisors or District staff.
- Perform various levels of physical labor.
- Perform a variety of construction, repair and maintenance tasks.
- Perform duties under routine and emergency conditions; occasionally in inclement or adverse weather conditions.
- Respond to public inquiries and complaints in a tactful, courteous and professional manner.
- Safely operate motor vehicles; safely operate construction equipment typically used in the water industry; and perform service maintenance procedures.
- Anticipate, recognize and manage potential hazards encountered in the course of daily assignments.
- As assigned, perform valve and hydrant inspections, maintenance, and repair work with skill and effectiveness.
- Operate power tools and equipment.
- Read, interpret and understand water atlas sheets or construction drawings.
- Promote and maintain cooperative working relationships; work efficiently and safely with others.

Special Requirements

Possession of a valid California Driver's License (Class C) issued by the State Department of Motor Vehicles. Proof of a good driving record free of multiple or serious traffic violations or accidents for at least two (2) year's duration. The driving record will not contribute to an increase in the District's automobile liability insurance rates.

Special Requirements (continued)

Required to pass a physical examination which includes an initial drug screening with subsequent random fit-to-work evaluations. The District will also conduct a comprehensive pre-employment background investigation.

Certification as a State of California, Division of Drinking Water, Grade D2-Water Distribution Operator. Certification as a State of California, Division of Drinking Water, Grade T1-Water Treatment Operator

In order to respond to emergencies in a reasonable time period, this position requires that the employee must be capable of responding and reporting to the District service area boundaries within thirty (30) minutes, given moderate traffic conditions, to any call to service. Travel time from employee’s residence shall be estimated by Google Maps or some equivalent software and approved by employee’s supervisor.

This position serves a mandatory six-month probationary period.

Desirable Education and Experience

High school diploma or equivalent. One (1) year experience in operating and maintaining complex water systems. Any combination equivalent of experience and education that could likely provide the required knowledge and abilities would be qualifying.

Overtime Assignments

The purveyance of water is a vital service to the community and as such requires the availability of District personnel at all times. Consequently, employees will be required to respond to emergency calls, accept periodic overtime assignments, and perform any and all duties deemed necessary by the District. Lacking a bona fide excuse satisfactory to the District, a failure to report when called could result in termination.

Fair Labor Standards Act

For the purposes of the Fair Labor Standards Act, this position shall be considered a General Employee Unit, “non-exempt” position.

Equal Opportunity Employer

Rowland 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, national 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.

*Job Descriptions only present a descriptive summary of the range of duties and responsibilities for the specified position. Therefore, Job Descriptions **may not include all** duties performed by individuals holding the position. In addition, job descriptions are intended to outline the **minimum** qualifications necessary for entry into the position and do not necessarily convey the qualifications of incumbents within the position. Job Descriptions shall be periodically reviewed and updated by the General Manager.*

I have reviewed this Job Description with my Supervisor and agree with its contents.

Employee Signature

Date

Supervisor Signature

Date