

**JOB SPECIFICATION**

CLASS TITLE	ADOPTION	
WATER WORKER I/II	RESOLUTION NO. 8092	EFFECTIVE DATE 9/7/2021
	FLSA DESIGNATION NON-EXEMPT	

**GENERAL PURPOSE**

Under general supervision, performs semi-skilled and skilled work in the construction, maintenance and repair of the water distribution system including pipelines, mains, valves, hydrants and meters; constructs and performs corrective and preventative maintenance on water distribution equipment and systems; operates a variety of light- to heavy-duty motorized maintenance and construction equipment; reads and records water meter readings; cleans and repairs meters; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Water Worker I is the entry-level class. Initially under direct supervision, incumbents learn and perform a variety of semi-skilled and skilled duties in the installation, maintenance and repair of the City's water distribution systems, facilities and equipment. This class is alternately staffed with Water Worker II, and incumbents may advance to the higher level after gaining certification and demonstrating proficiency that meet the qualifications for the higher-level class.

Water Worker II is the skilled journey-level class in the series. Incumbents may perform a full range of duties in any of the department's functional areas outlined above. Incumbents are knowledgeable on a wide number of installation, troubleshooting and repair methods and practices, Uniform Design and Construction Standards, meter reading and repair, and applicable safety/traffic control regulations.

This position reports directly to the Water System Supervisor and/or, when assigned, to the Senior Water Worker. Water Worker II is distinguished from Senior Water Worker in that an incumbent in the latter class has a higher level of certification, works with greater independence and may lead a small crew on an assigned project.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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.

1. Performs skilled and semi-skilled work in the installation, repair and maintenance of water distribution system, including pipelines, taps, laterals, valves, meter services, fire hydrants, air vacs, blow offs and associated water distribution system facilities and equipment; carries out duties with careful attention to City and all other applicable safety, traffic and environmental regulations.
2. Performs skilled and semi-skilled work in the repair, relocation, adjustment and replacement of mains and service laterals; excavates sidewalks, streets, trenches and culverts, following safe dig practices and required shutdown procedures if applicable; using hand and power tools and equipment, exposes mains

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- and lines and installs/removes various types of trench shoring/shielding; evaluates conditions, assesses damage if applicable; operates large and small valves to shut off and turn on water service; installs various sizes of pipe; back fills, compacts and fills excavations based on City requirements; installs metal plates, temporary asphalt patches or mixes and pours concrete patches.
3. Cuts pipe using saws, pipe cutters, torches and other tools; caulks joints; threads and bends pipe; performs taps on all sizes of mains and service connections under pressure or following main shutdowns.
  4. Inspects, tests and exercises valves and gates; determines water flow direction and performs required main shutdown procedures; inspects, installs, troubleshoots, aligns, repairs and replaces various valve stops under pressure or following main shutdowns.
  5. Reads residential and commercial water meters on various assigned routes using hand-held computers and/or AMR equipment; locates meters and accurately records readings; ensures readings fall within historical consumption limits; verifies service information to ensure proper identification and billing information for customer accounts, including meter number; performs rereads as necessary.
  6. Responds to questions and complaints from property owners and the public regarding work and line shutdowns; assists with investigations of improper or unusual conditions of water utilization; performs a variety of field customer service tasks via generated work orders.
  7. Inspects, tests, installs, makes minor repairs and replaces all sizes and types of meters, meter boxes and lids; tests and calibrates meters to ensure accurate reads; installs meters in vaults; sets meter boxes to grade.
  8. Installs, repairs, replaces and maintains fire hydrants to meet standards and requirements; excavates fire hydrants and exposes laterals and mains; replaces cast iron laterals.
  9. Plans work from blueprints, drawings, sketches or instructions; maintains records, plans and inspection documents.
  10. Assignments tasked may include: clean wells, tanks and other water facilities; maintain buildings and grounds; remove weeds, debris and trash from assigned areas; perform skilled craftwork including plumbing, carpentry and basic electrical work.
  11. Operates various types and sizes of trucks and motorized equipment, such as dump trucks, tractors, backhoes and loaders; operates hydraulic pumps, tapping machines, concrete saws, valve machines, jackhammers, pipe cutters, power generators, tampers, compaction testers and a wide variety of other hand and power equipment; checks pre-operating condition of vehicles and equipment to ensure proper and safe working condition; ensures proper loading and unloading of tools and equipment; cleans and maintains tools and equipment; requisitions necessary tools, equipment and supplies.
  12. May be tasked to collect water samples for analysis as certified.
  13. In emergencies, may be tasked to assist other Public Works crews as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

14. Complies with all safety regulations and safe work practices, including the use of personal protective equipment; may work in confined spaces as part of a crew.
15. Assists with or locates mains, service line laterals and valves; assists with or locates and verifies all intersecting utilities by potholing; sets up safe work zones/areas at all work sites; sets up equipment and procedures to secure maximum safety in operations; sets up traffic safety zone cones and barricades.

**MINIMUM QUALIFICATIONS**

**KNOWLEDGE OF:**

1. Methods, techniques, tools and equipment common to water utility construction and maintenance.
2. Basic trenching and shoring methods and techniques.
3. Basic pipe materials, fittings and pipefitting tools and methods.
4. Safe Drinking Water Act, AWWA and relevant state and federal regulations.
5. Shop mathematics.
6. Basic operational and design standards of the City's water distribution and sewer collection systems.
7. Methods and equipment used in weed and insect control.
8. Operation and maintenance of a wide variety of construction vehicles and equipment, hand and power tools and equipment common to the field.
9. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
10. Safety policies, procedures and safe work practices applicable to assignment, including OSHA regulations.
11. Traffic control practices and requirements.
12. Records management, recordkeeping, filing and basic purchasing practices and procedures.
13. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

**ABILITY TO:**

1. Learn and perform skilled tasks in the installation, repair and maintenance of the City's water system.
2. Select appropriate methods and techniques applicable to differing conditions, equipment and devices.

**MINIMUM QUALIFICATIONS**

3. Safely operate and maintain the tools and equipment, including heavy equipment, common to water utility construction and maintenance.
4. Understand, interpret and apply detailed work procedures and standards applicable to repair, maintenance and installation of distribution system mains, service lines, valves, meters and other devices and facilities.
5. Safely operate and maintain tools and equipment.
6. Read and interpret plans, maps, layouts, piping sketches and facility record drawings.
7. Perform heavy manual tasks for extended periods of time.
8. Perform shop math.
9. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
10. Reach sound decisions in accordance with City policies and procedures.
11. Keep basic written records of work performed
12. Communicate effectively, both orally and in writing.
13. Understand and follow written and oral instructions.
14. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION, TRAINING AND EXPERIENCE:**

A typical way of obtaining the knowledge, skills and abilities outlined above is:

Water Worker I - Graduation from high school or GED equivalent, and one year of progressively responsible experience in skilled public works or water system maintenance and construction work; or an equivalent combination of training and experience, are required. Experience in a public agency is preferred.

There is no permanent status as Water Worker I. Incumbents must pass probation and be capable of meeting the proficiency criteria and certification requirements to be promoted to the full journey-level Water Worker II within 12-24 months or be terminated or returned to a position allocated to a classification in which the employee has passed probation.

Water Worker II - Two years of experience in the construction, maintenance and repair of a comparable water system is required.

**MINIMUM QUALIFICATIONS**

**LICENSES; CERTIFICATES; SPECIAL REQUIREMENTS:**

A valid California Class C driver’s license and the ability to maintain insurability under the City’s vehicle insurance program are required. Valid California Class B driver’s license is desired.

Water Worker I - California State Water Resources Control Board Water Distribution System Operator Grade D1 certification is required. A Grade D2 certification is required within 12 months of appointment.

Water Worker II - California State Water Resources Control Board Water Distribution System Operator Grade D2 certification is required.

In order to advance to higher levels in the class series, incumbents must progress towards the attainment of City-required certifications in area of assignment. Based on assignment, additional certifications may be required.

Annual certification for CPR, First Aid, and Confined Space Entry, per OSHA requirements, are required for some assignments.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; perform repetitive movements of hands or wrists; climb or balance on ladders or stairs; stoop, kneel, bend at the waist, crouch or crawl; and smell. The employee is frequently required to lift up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required for this job include close vision, distance vision, use of both eyes, depth perception, color vision and the ability to adjust focus.

**MENTAL DEMANDS**

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses shop math; learns and applies new information and skills; responds to emergency situations; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

**WORK ENVIRONMENT**

The employee regularly works in outside weather conditions. The employee frequently works near moving equipment and mechanical parts in or near street traffic with significant exposure to unsafe or hazardous drivers; is exposed to wet or humid conditions and vibration; and works in high, precarious places. The employee is exposed to fumes or airborne particles, toxic or caustic chemicals, and biological hazards. The employee is occasionally exposed to loud or prolonged noise and equipment with heavy vibrations. The employee may be at risk of electrical shock.

The employee may be required to work various shifts and standby at night, on weekends and holidays as needed.

