

**McCLOUD COMMUNITY SERVICES DISTRICT**  
**Policy and Procedure Manual**

**POLICY TITLE:** Interim Utility Worker – Job Description  
**POLICY NUMBER:** 2335  
**ADOPTED:** November 12, 2002  
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**2335.10** General Job Description

The Interim Utility Worker is hired by the General Manager and evaluated annually by the Public Works Superintendent, which evaluation is presented to the General Manager for recommendations. He or she works under the direction and supervision of the Public Works Superintendent and/or the General Manager.

- 2335.11** Works independently or as a member of a crew to efficiently and productively operate, repair, construct, replace and maintain the District water and sewer systems.
- 2335.12** Performs a wide variety of unskilled and semi-skilled manual labor and automated tasks.
- 2335.13** Share standby and emergency service responsibilities with other field personnel.
- 2335.14** Respond to public inquiries, complaints and/or requests for emergency service in a courteous manner, provide information within areas of assignment and resolve complaints in an efficient and timely manner.
- 2335.15** Assist in cleaning up work sites, assure proper disposal of hazardous materials as established by District guidelines, perform work related to the handling of sludge at the wastewater treatment facilities.
- 2335.16** Operate control valves, record levels and perform effluent quality analysis work at the wastewater treatment facility.
- 2335.17** Perform chlorine residual testing and recording of related data.

**2335.18** Operate and perform light maintenance on a range of vehicles, heavy equipment and construction equipment including cranes, loaders, trenchers, backhoe, motor grader, compaction equipment and various trucks used in the repair and maintenance of pipes, channels, roads, rights-of-way and other water distribution and wastewater collection facilities.

**2335.19** Performing preventative maintenance on pumps, valves, hydrants and other water distribution facilities, performs various mechanical, electrical, carpenter and painting tasks.

**2335.20** General Job Description – Continued

**2335.21** Perform traffic control functions, set up traffic warning devices and barricades, direct traffic around work sites, maintain related equipment. Performs other duties as assigned.

**2335.22** Operate and perform light maintenance on a variety of equipment, including hand, air and power tools, generators, whackers, compressors, cement mixers and trucks.

**2335.23** Check job sites for potential hazards, determine precautions for safe equipment operation, perform assignment in compliance with safety regulations and the District's code of safe practices, perform scheduled facility safety inspections.

**2335.24** Haul or transport equipment to and from job sites, inspect equipment, make operating adjustments and perform preventative maintenance and repair.

**2335.25** Maintain accurate and complete records of work performed.

**2335.26** Assist in snow removal operations as needed and maintenance of related equipment.

**2335.27** Assists with Park Maintenance as directed to efficiently and productively maintain, repair and perform light construction work on the District's park, buildings and grounds, repair vehicles and equipment.

**2335.28** Assist in refuse collection operations and maintenance of related equipment.

**2335.281** Cannot operate District vehicles or equipment without the proper training, required license/s and/or endorsements to do so.

**2335.30** Prerequisite Qualifications

**2335.31** High school diploma or the equivalency thereof.

**2335.32** Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in potable water transmission systems.

**2335.33** Must have a satisfactory driving record, a valid California driver's license and be able to obtain a valid Class B driver's license with air brake endorsement within twelve (12) months of the date of designation as a result employee. If the employee successfully receives the Class B driver's license with air brake endorsement the employee will go to the first step at Utility Worker I.

**2335.34** Two (2) years of experiences, or combination of training and experience, as a District Park Worker or comparable non-District position.

**2335.40** Basic Work Hours

Regular office staff hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Regular field staff hours are 7:00 a.m. to 3:30. Alternative work hours may be established by the District as necessary to facilitate snow removal and/or emergency situations.

**2335.50** Essential Job Duties

The Interim Utility Worker is required to work overtime as necessary or required to complete necessary projects or job functions. The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. The essential job duties for this position include, but are not limited to:

**2335.51** Operate, repair and install valves, fire hydrants, water mains, service connections, chlorination equipment.

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, cold water and untreated sewage, exposure to chlorine chemicals.

**2335.52** Task: Construction of water and sewer main services.

Physical Demand: Standing, walking lifting, pushing, pulling and carrying regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.; kneeling, stooping, bending,

squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; working for extended periods in extremely hot or cold weather.

**2335.53** Task: Assists in emergency standby rotation with other utility and maintenance staff; responding to customer complaints and questions.

Physical Demand: Sitting, standing, walking close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, drive vehicle.

**2335.54** Task: Prepared hand written and typewritten reports, forms, questionnaires, etc. as required to document work performed and maintain compliance with the various water and sewer operating permits and construction projects.

Physical Demand: Sitting, close vision, reading; handwriting, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, operating a computer and typewriter.

**2335.55** Task: Perform water quality sampling.

Physical Demand: Sitting, standing, walking on even ground in adverse weather conditions and/or deep snow, close vision, reading; handwriting, use of hands to finger, handle or feel objects, tools, or controls; driving vehicle.

**2335.56** Task: Heavy Equipment, construction equipment, pump and vehicle maintenance.

Physical Demand: Sitting, standing, walking lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50lbs.) kneeling, stooping, bending for periods of up to 1 hour, squatting, close vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and/or equipment in road conditions that cause continuous bouncing and jarring.

**2335.57** Task: Location of District facilities (infrastructure).

Physical Demand: Sitting, standing, walking over uneven ground, close and distance vision, use of hands to operate locating equipment, driving vehicle.

**2335.58** Task: Perform traffic control operations to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing continuously in one location, walking over uneven ground, distance vision, speaking, hearing, use of hands to hold and manipulate signs, and to give direction to vehicle operations; driving vehicle.

## **2335.60** Essential Job Duties

**2335.61** Task: Perform safety inspections.

Physical Demand: Sitting, standing, walking, climbing stairs, close vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, vehicle.

**2335.62** Task: Perform water and sewer easement operations.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently over 50 lbs., and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to wasp and bee stings.

**2335.70** Marginal Job Duties

**2335.71** Task: Assist in green waste operations.

Physical Demand: Standing, walking continuously for up to 4 hours in normal or adverse weather conditions, lifting, pushing, pulling and carrying (continuously over 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment; exposure to paints, chemicals and household hazardous waste.

**2335.72** Task: Perform park maintenance duties.

Physical Demand: Standing, walking, kneeling, stooping, bending, squatting, close vision; distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle, operating mowing equipment for up to 5 hours under continuous bouncing and jarring conditions, exposure to fertilizers and pesticides.

**2335.73** Task: Perform snow removal operations.

Physical Demand: Standing, walking on deep snow, stooping and bending to shovel snow for up to 4 hours (continuously with shovel weights of up to 15 lbs., regularly with shovel weights of up to 25 pounds), squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and operating plowing equipment.

**2335.74** Task: Perform general building and facility maintenance.

Physical Demand: Sitting, standing, walking, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 70 lbs., climbing stairs, kneeling, stooping, bending, squatting, close and distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

**2335.75** Task: Assist in refuse collection services

Physical Demand: Standing, walking, lifting, pushing, pulling and carrying (regularly up to 50 lbs., frequently up to 100 lbs. and infrequently up to 195 lbs.), kneeling, stooping, bending, squatting, close vision, distance vision, use of hands to finger, handle or feel objects, tools or controls, driving vehicle and heavy equipment, working for extended periods in extremely hot or cold weather, exposure to household solid waste and green waste.

**2335.80** Environmental Demands

**2335.81** Outside: Usually works outside in a variety of weather conditions ranging from snow to +100 degrees Fahrenheit.

**2335.82** Inside: Seldom. Works indoors in temperature-controlled environment.

**2335.83** Fumes/Gases: Exposure to fumes from internal combustion engines, exposure to dust generated during construction operations, exposure to fumes from sewer gasses and weed control chemicals.

**2335.84** Noise/Vibration: Moderate exposure to noise, minimal vibration from tools and equipment.

**2335.90** Mental Requirements

**2335.91** Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

**2335.92** Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked and descriptions of work done.

**2335.93** Math: Ability to perform basic math calculations. Ability to count and measure.

**2335.94** Attention to Detail: Medium-level concentration and attention to detail to produce an acceptable level of workmanship.

**2335.95** Repetition: Routine daily work practices.

**2335.96** Judgment: Works under direct supervision; minimal judgment required.

**2335.97** Social Skills: Ability to relate cooperatively with members of the Public and District personnel.

**2335.98** Communication Skills: Ability to understand communications from others.  
Ability to communicate all hand signals related to construction operations.

**2335.100** This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.