

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Utility Worker I – Job Description
POLICY NUMBER: 2340
ADOPTED: October 28, 2002
REVIEWED: August 17, 2015, April 11, 2018
AMENDED: June 23, 2014; February 22, 2016; May 14, 2018

2340.10 General Job Description: The Utility Worker I is hired by the General Manager and evaluated annually by the Public Works Superintendent. The 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 General Manager.

2340.11 Assists the Public Works Superintendent in the planning and preparation of project and work schedules, and assigning individual employees and crews to specific tasks.

2340.12 Assists individual employees and crews in performing maintenance, construction, replacement and/or repair project tasks to assure satisfactory performance of the District's domestic water and sewer systems, buildings, facilities, grounds and equipment and snow removal operations.

2340.13 Performs a wide variety of skilled and semi-skilled manual labor and automated tasks.

2340.14 Reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipelines, buildings and appurtenant facilities.

2340.15 Accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects.

2340.16 Responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance.

2340.17 Supervises employees in the positions of Interim Utility Worker, Park Maintenance Worker, part-time, seasonal and temporary classifications.

2340.18 Trains or assists in training of subordinates.

2340.19 Develops and presents to subordinates information relating to safety in conformance with District's safety program.

2340.20 Under the direction and supervision of the Public Works Superintendent:

2340.21 Processes records relating to job costs and time expenditures of equipment and District personnel.

3420.22 Coordinates purchases of all materials, supplies, parts and other inventory needed for operation and maintenance of the District's equipment, facilities, buildings and infrastructure. Completes the associated purchase orders, bid packets and required documentation for such inventory maintenance.

2340.23 Responsible for developing, implementing and updating as needed the District's inventory control system.

2340.24 Assists in the preparation of the utility and maintenance department budgets.

2340.25 Assists the District's Interim Utility Workers as needed to efficiently and productively maintain, repair and perform light to heavy construction work on the District's park, buildings and grounds, repair vehicles and equipment.

2340.26 Share standby and emergency service responsibilities with other field personnel.

2340.27 Assist in refuse collection operations and maintenance of related equipment.

2340.28 And other duties as assigned.

2340.30 Prerequisite Qualifications

2340.31 High school diploma or the equivalency thereof.

2340.32 Two (2) years of experience, or combination of training and experience, as a District Interim Utility Worker, Park Maintenance Worker or comparable non-District position.

2340.33 The Utility Worker I must obtain and continuously maintain a valid D-1 Water Distribution System Operator Certificate issued by the California Department of Health Services within 2 years of regular appointment to this position, at which time he/she will receive a step increase.

2340.34 The Utility Worker I may obtain a valid D-2 Water Distribution System Operator Certificate issued by the California Department of Health Services. If the employee successfully receives the D-2 Water Distribution System Operator Certificate issued by the California Department of Health Services the employee will go to the step at Utility Worker II which provides the next highest salary.

2340.35 Knowledge of capability and operation of construction tools and equipment.

2340.36 Knowledge of District's water distribution and sewage collection system and wastewater treatment facility.

2340.37 Knowledge of pipe, valves, fittings, and other appurtenant materials, including costs, used in potable water transmission, irrigation and sewage collection systems.

2340.38 Knowledge of the practices, principles, methods, tools and equipment used in building construction, maintenance and repair, grounds maintenance and janitorial work.

2340.40 Prerequisite Qualifications – Continued

2340.41 Ability to use, or learn within a reasonable time, the District's current word processing and spreadsheet software.

2340.42 Valid California driver license and satisfactory driving record. Possession of a Class A or B California Driver's license is required with an air brake endorsement.

2340.50 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 p.m. Alternative work hours may be established by the District as necessary to facilitate snow removal and/or emergency situations.

2340.60 Essential Job Duties

The Utility Worker I 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:

2340.61 Task: Performance and supervision of water and sewer system maintenance,

repair and construction tasks, grounds and equipment maintenance.

Physical Demand: Close and distance vision, color perception, hearing, clear speech, use of hands to finger, handle or feel objects, tools or controls, walking over uneven ground, climbing, kneeling, stooping, bending, sitting, squatting, upper and lower body flexibility, standing, lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs. and infrequently up to 70 lbs.), and driving vehicle and heavy equipment. Must occasionally wear a self contained breathing apparatus, climb stairs or ladders.

2340.62 Task: Prepare work schedules, written instructions and drawings, reads contracts, specifications, details and plans, and perform related paperwork.

Physical Demand: Sitting, standing, walking, close vision, reading, handwriting, use of hands to finger, handle or feel objects, tools or controls, reading, handwriting, operation of a computer and other office equipment.

2340.63 Task: Use computers, copiers, calculators and other business machines.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls.

2340.64 Task: Prepare and evaluate reports.

Physical Demand: Sitting, close vision, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer and other office equipment.

2340.65 Task: Conducts meetings of personnel.

Physical Demand: Sitting, standing, speaking, hearing.

2340.66 Task: Performs construction inspection work and related documentation.

Physical Demand: Standing, walking over uneven ground, stooping, bending, squatting, climbing, sitting, close and distance vision, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2340.67 Task: Perform customer service work.

Physical Demand: Sitting, standing, speaking, hearing, close and distance vision, walking over uneven ground, driving vehicle.

2340.68 Task: Inspects District park, buildings, facilities and infrastructure to plan repairs, maintenance and construction projects.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, hearing, use of hands to finger, handle or feel objects, tools or controls, driving vehicle.

2340.69 Task: Prepare drawings.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, use of hands to finger, handle or feel objects tools or controls, reading, handwriting.

2340.70 Essential Job Duties – Continued

2340.71 Coordinates and performs inventory control and purchasing functions.

Physical Demand: Sitting, standing, stooping, bending, squatting, climbing, close and distance vision, walking over uneven ground, climbing stairs or ladders, use of hands to finger, handle or feel objects, tools or controls, reading, operation of a computer.

2340.80 Marginal Job Duties

2340.81 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 40 lbs., frequently up to 70 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

2340.82 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.

2340.83 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.

2340.84 Task: Assist in performing 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.

2340.85 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.

2340.90 Environmental Demands

2340.91 Outside: Works outside frequently in a variety of weather conditions ranging from deep snow to +100 degrees Fahrenheit.

2340.92 Inside: Occasionally works indoors in temperature-controlled environment.

2340.93 Fumes/Gases: Exposure to fumes from construction equipment, sewer gasses and dust from construction operations.

2340.94 Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

2340.100 Mental Requirements

2340.101 Reading: Reads technical manuals, District maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

2340.102 Writing: Writes daily work orders, reports, memos, messages, purchase orders, prepares letters, faxes and other word processing documents, prepares as-

built sketches, and fills out other information forms.

2340.103 Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations, prepares and enters information into spreadsheets.

2340.104 Attention to Detail: High level concentration and attention to detail for extended periods of time to insure safe, efficient and productive operations.

2340.105 Repetition: Minimal repetitive work.

2340.106 Judgment: Ability to work independently, prioritize work and make decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with others and to formulate appropriate instructions to achieve desired goals.

2340.107 Social Skills: Ability to relate cooperatively with members of the public, regulatory agencies and District personnel.

2340.108 Communication Skills: Ability to quickly organize and communicate thoughts orally and written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

2340.20 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.