



## **WATER/WASTEWATER WORKER**

**Bargaining Unit:** Independent/Non-Contract

**FLSA:** Non-Exempt

### **SALARY RANGE**

\$34.70 - \$45.11 Hourly

\$2,776.25 - \$3,609.12 Biweekly

\$6,015.00 - \$7,820.00 Monthly

\$72,182.00 - \$93,837.00 Annually

### **DEFINITION**

Under general supervision, performs semi-skilled to skilled duties in operating, monitoring, inspecting, and maintaining potable and reclaimed water production, storage, pumping equipment, and distribution systems; inspects production, treatment, storage and distribution facilities for maintenance and cleaning needs; performs preventative maintenance program tasks on pumps, valves, engines, motors, and related system, equipment and facilities; performs a variety of field customer service-related tasks to ensure accurate recording of water usage; responds to water leak and emergency repair situations; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### **CLASS CHARACTERISTICS**

This journey level classification is responsible for independently performing technical duties in support of the District's field maintenance and operations functions. Positions at this level exercise judgement and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLE OF TYPICAL JOB FUNCTIONS** *(Illustrative only)*

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Receives and responds to inquiries; diagnoses and resolves water and wastewater system maintenance and repair situations; documents and maintains a variety of records and logs on overall system operations, shutdowns and actions taken.
- Provides assistance in surface preparation and coating application on overground and underground pipes, as well as tanks, well casings, and plant equipment.
- Operates and maintains specialized vehicles and a variety of light, medium, and heavy equipment; inspects vehicles in preparation for transit to facilities for their respective duties/assignments; operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

When Assigned to Distribution and Collection Systems:

- Performs technical duties in the operation of systems through monitoring, inspecting, and maintaining the potable and reclaimed water production, storage, pumping equipment, and distribution systems.
- Conducts sewer line inspection for proper flow, restrictions, water and root intrusion, vector control, manhole and cover condition; removes debris from lines and manholes; cleans sewer line using hydrorodder, hydro/vacuum unit and rod unit; operates video system to inspect sewer line.
- Interprets and determine problems in the system from information on gauges, meters, charts, and graphs; operates pumps, valves, and related equipment to regulate flows and pressures.
- Performs operational adjustments to the distribution system to ensure compliance with quality and regulatory requirements, including but not limited to, flushing trouble areas.
- Responds to and confirms the existence of water main breaks, leaks, hydrants, etc.; contains and repairs minor leaks in accordance with safety guidelines; places safety signs and traffic-control barricades, isolates main breaks by operating distribution system valves; makes emergency shut-downs.

When Assigned to Mechanical Maintenance

- Performs a variety of skilled duties involved in the inspection, diagnosis, troubleshooting, preventive maintenance, repair and servicing of field and plant machinery used in the operation of water, reclaimed water, and wastewater facilities.
- Maintains a diverse range of mechanical equipment and appurtenances in sewage lift stations and pumping stations including but not limited to pipes, tubes, rods, seals, shafts, stuffing boxes, gears, motors, bearings, couplings, chemical production, storage and feed systems, valves, and pumps.
- Performs lift station operational duties; responds to all alarms; performs regular site inspections; examines lift operations and identifies maintenance and repair needs.

- Installs and/or rebuilds existing pumps and valves at lift stations, tanks, ponds, pumping plants and water process facilities; fabricates and installs piping for new pump installations which may include plumbing, pipe fitting, welding, and machine tool operations.

When Assigned to Water Meter Program:

- Performs a variety of field customer service-related tasks to ensure accurate recording of water usage for billing purposes; turns on new water service; responds to customer requests for information and works with customers on any assigned service-related issues.
- Retrieves data from water meters in accordance with an assigned schedule and route including taking transfer and final readings; notes any unusual computer messages and takes appropriate actions to remedy issues.
- Observes condition of meter or other unusual conditions relative to need for repair; maintains meters, boxes, lids, and landscape around meter boxes; conducts checks to identify leaks or non-operational meters; makes routine meter repairs and/or replaces them; reports water-use violations; assists customers in resolving water volume and pressure problems.
- Delivers delinquency and past-due notices; turns off water service for non-payment; assists customers with requests for payment extensions; submits customer request for credit arrangements to avoid service termination.
- Reviews meter readings to ensure accuracy of readings and that high- and low-usage amounts recorded fall within historical consumption limits and performs re-reads.
- Performs minor valve maintenance and leak-detection tasks, reports meter or service defects, unusual water flow, or unauthorized fire hydrant use.

**QUALIFICATIONS**

**Knowledge of:**

- Principles, methods, techniques, tools, and equipment used in the installation, maintenance (predictive, preventive, and corrective) and repair of industrial/ mechanical equipment and machinery used in the operation of water, reclaimed water, and wastewater distribution systems.
- Principles, methods and techniques for operating pumps, valves, electric motors, and electronic, computerized, and manual control systems.
- Methods and techniques of water meter reading including the use of automated systems.
- Methods and techniques of compiling and evaluating water use data.
- Mathematical skills.
- Traffic control procedures and traffic sign regulations.
- Principles and practices of record keeping.
- District and mandated safety rules, regulations, and protocols.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Operate a variety of pumping, control, and transmission equipment and machinery, including digital control equipment.
- Install, diagnose, maintain, and repair a wide variety of industrial/mechanical equipment, systems, and machinery used in the operation of water, reclaimed water, and wastewater facilities.
- Use precision and diagnostic instruments in assigned areas of responsibility.
- Make mathematical calculations.
- Read and interpret maps and schematics.
- Operate a diverse range of tools and equipment in multiple trades areas.
- Read and perform maintenance and repair work on a variety of types of water meters.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Maintain work records, files, and logs.
- Set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Properly utilize Personal Protective Equipment (PPE).
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Cleans and picks up litter in and around plant facilities; performs landscape maintenance using manual and power equipment; removes brush, debris, and trash.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade, supplemented by two years of experience in the installation, maintenance, repair and operations of water and wastewater distribution systems, facilities, and equipment.

**Licenses and Certifications:**

- Possession of a valid California Driver’s License to be maintained throughout employment.
- Possession of a State of California Distribution Operator Certificate, Grade II (D2) to be maintained throughout employment.
- Possession of, or ability to obtain the State of California Distribution Operation Certificate, Grade III (D3) is desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; possible entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards, which may include working on live electrical wires. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 50 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff. Employees must wear and use the proper Personal Protective Equipment (PPE).

**ENVIRONMENTAL CONDITIONS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work evenings, weekends, and holidays in the event of after-hour emergencies or for stand-by shift coverage. Must wear prescribed District safety equipment and adhere to strict safety procedures and work habits.