

UTILITY MAINTENANCE WORKER I

DEFINITION

Under general supervision, performs a wide variety of maintenance, repair, and construction tasks in order to maintain District water distribution and transmission systems, facilities and properties. Performs additional work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents report to the Field Supervisor. This is an entry-level class and incumbents perform mainly unskilled and semi-skilled work. May cross train to other District classes such as Meter Reader as needed. There are no supervisory duties.

EXAMPLES OF DUTIES

Duties may include, but are not necessarily limited to:

- Work on construction crew to install, repair, maintain and/or test District water mains, service lines, valves, meters, fire hydrants, detector checks, backflow preventers and regulators, as necessary.
- Operate equipment such as trucks, compressors, pneumatic and power tools, backhoe, etc.
- Carry out cement work; break out old cement, replace and finish with new
- Work on construction projects such as building sheds, offices, retaining walls
- Paint and maintain storage tanks and pump houses and keep surrounding area weeded and neat
- Perform fire service upgrades, installing larger service lines and upgrading meter size
- Mark Underground Service Alert to warn other utilities of the presence of District water lines
- Inspect fire hydrants for proper condition and operation; repair any damage
- May perform weekend and emergency duty; respond to emergency and after hour calls as needed

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training and Experience:

High School diploma or equivalent.

Knowledge of:

- Pertinent safety practices
- Methods and terminology of basic hand and power tools

Ability to:

- Understand and carry out oral and written instructions

- Learn practices, procedures, materials, tools and equipment utilized in the installation, maintenance and repair of water distribution facilities and properties
- Establish and maintain effective working relationships with other employees

Licenses/Certificates: Possession of a valid Class B California State operator's license with a driving record acceptable to the District.

Grade I Water Distribution

Both Licenses must be obtained within six (6) months of employment.

PHYSICAL REQUIREMENTS

Incumbent must be able to function outdoors in shop and field environment in work of a continuously active nature, and perform the following, with or without reasonable accommodation:

- Maintain cardiovascular fitness to engage in active physical work
- Lift and/or carry 100 pounds maximum)
- Walk on smooth and/or uneven surfaces
- Climb, ladders or steep surfaces
- Stand upright and/or forward flexing
- Twist, turn, bend and reach
- Push and pull
- Utilize vision, hearing and speech
- Utilize manual and finger dexterity
- Work in areas subject to exposure to wet, damp surfaces; dusts, mists, fumes and high levels of noise; a variety of weather conditions; extremes of heat or cold
- Wear personal protective equipment

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.

UTILITY MAINTENANCE WORKER II

Distribution/Meter Departments

DEFINITION

Distribution

Under general supervision, performs a wide variety of semi-skilled and skilled maintenance, repair, and construction tasks in order to maintain District water distribution and transmission systems, facilities and properties. Performs additional work as required.

Meter

Under general supervision, serves as lead Meter Reader; monitors and implements needed meter repairs reported by meter readers; reads District water meters to record water consumption for a given period. Performs additional work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents report to Departmental Supervisor/Manager. This classification performs semi-skilled and skilled work. May cross train to other District classes such as Laboratory Technician as needed. There are no supervisory duties.

EXAMPLES OF DUTIES

Duties may include, but are not necessarily limited to:

Distribution

- Perform skilled maintenance and construction work such as carpentry.
- Do finishing work including cutting and trimming windows and doors, staining, painting, installing roofing and skylights
- Work on construction crew to install, repair, maintain and/or test District water mains, service lines, valves, meters, fire hydrants, detector checks, backflow preventers and regulators, as necessary.
- Operate equipment such as trucks, compressors, pneumatic and power tools, backhoe, etc.
- Carry out cement work; break out old cement, replace and finish with new.
- Perform fire service upgrades, installing larger service lines and upgrading meter size
- Mark Underground Service Alert to warn other utilities of the presence of District water lines.
- Inspect plumbing jobs for contractors, such as fire lines, main replacements, etc., to ensure proper fittings, materials, and workmanship Per District specifications.
- Inspect fire hydrants for proper condition and operation; repair any damage.
- May perform weekend and night standby and emergency duty; respond to emergency and after hour calls as needed.
- May be required to operate treatment facilities

Meter

- Serve as lead Meter Reader, acting as a resource for the procedures and policies of reading, repair, installation, etc., of water meters
- Test, adjust, repair, replace and install a variety of existing water meters; monitor the District meter replacement program
- Requisition materials, supplies and equipment
- Read water meters
- Maintain access to meters by digging out, trimming brush and performing general cleanup
- Inventory meters and lids
- Complete daily work log
- Change meters to Touch Read
- Maintain tools, supplies, equipment, meter room and truck in clean, safe and orderly condition
- Start up or shut down water service
- May perform monthly standby duty and respond to emergency and after hour calls as needed
- Assist the field crew, as necessary

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Training and Experience:

High School diploma or equivalent.

At least three years of experience comparable to Utility Maintenance Worker I.

Knowledge of:

- Practices, procedures, materials, tools and equipment utilized in the installation, maintenance and repair of water distribution facilities and properties
- Methods and terminology of basic hand and power tools
- Practices and procedures of construction and maintenance work, including carpentry and cement work
- Pertinent safety practices
- Geographical boundaries of the District and the city of Pacifica
- The types and principles underlying the operation of District water meters
- Methods, materials, testing devices and shop equipment used in meter reconditioning repair, replacement and testing
- District customer service policies and procedures

Ability to:

- Understand and carry out oral and written instructions
- Use initiative and independent judgment within established guidelines
- Operate varied vehicles and equipment
- Establish and maintain effective working relationships with other employees
- Maintain accurate records
- Read and interpret street maps
- Maintain good customer relations

Skill In:

- A variety of construction and maintenance practices and procedures
- Plumbing
- Basic mathematics
- Using initiative and independent judgment within established guidelines

Licenses/Certificates: Possession of a valid Class B California State operator's license with a driving record acceptable to the District.

Possession of the following certificate:

- Grade II Water Distribution Operator

PHYSICAL REQUIREMENTS

Incumbent must be able to function outdoors in shop and field environment in work of a continuously active nature, and perform the following, with or without reasonable accommodation:

- Maintain cardiovascular fitness to engage in active physical work
- Lift and/or carry (100 pounds maximum)
- Walk on smooth and/or uneven surfaces
- Climb, ladders or steep surfaces
- Stand upright and/or forward flexing
- Twist, turn, bend and reach
- Push and pull
- Utilize vision, hearing and speech
- Utilize manual and finger dexterity
- Work in areas subject to exposure to wet, damp surfaces; dusts, mists, fumes and high levels of noise; a variety of weather conditions; extremes of heat or cold
- Wear personal protective equipment

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent.

NORTH COAST COUNTY WATER DISTRICT

EQUAL OPPORTUNITY EMPLOYER

APPLICATION FOR EMPLOYMENT

Position for which you are applying: _____

PERSONAL DATA: Please use BLACK INK or TYPEWRITE only.

Last Name	First Name	Middle Initial	Telephone – Home: ()
Streets Address			Telephone – Work: ()
City	State	Zip	Message / Fax (if different):
			Social Security Number:

Employment with North Coast County Water District

Have you ever been employed with NCCWD?	Yes	No
Do you have any relatives employed with NCCWD?	Yes	No

Language Skills

	Fluent?	Yes	No
	Fluent?	Yes	No

Dismissal from Employment or Felony Convictions: (If you answer yes to either or both of the following questions, complete details, including reasons, offenses, places, dates and penalties, must be outlined and attached to this application on a separate sheet.) The fact that a dismissal or conviction has occurred will not necessarily disqualify an applicant from employment consideration.

Have you ever been dismissed or asked to resign from any employment?	
Yes	No

Employment: (Attach a separate sheet if necessary to cover the past ten (10) years.)

Dates of Current or Latest Employment From: To: Name of Employer: Address, City, State and Zip Full Time? Part Time? Briefly Describe Position, Duties, Supervision Exercised:	May we contact? Yes () No () Job Title: Telephone No.: () Supervisor's Name and Title: Your Name Used if Different: Reason for Leaving – Explain Fully
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Dates of Previous Employment From: To: Name of Employer: Address, City, State and Zip Full Time? Part Time? Briefly Describe Position, Duties, Supervision Exercised:	Job Title: Telephone No.: () Supervisor's Name and Title: Your Name Used if Different: Reason for Leaving – Explain Fully
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

Dates of Previous Employment From: To: Name of Employer: Address, City, State and Zip Full Time? Part Time? Briefly Describe Position, Duties, Supervision Exercised:	Job Title: Telephone No.: () Supervisor's Name and Title: Your Name Used if Different: Reason for Leaving – Explain Fully
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

Education:

High School: Address:	Graduate?
College or University Address:	Degree / Major

Professional Training:

Institution or Agency	Address	Name of Course	Inclusive Dates	Brief Description Including Certificate Received

Licenses / Certificates (List all valid California licenses and / or certificates you hold and attach a copy of both sides of each listed.)

List any equipment, including computers, you can operate that may be involved in the position for which you are applying.

Use this section to continue your employment history or to describe in greater detail any aspects of your experience, activities, or education that are particularly appropriate for the position for which you are applying. Continue on a separate sheet if necessary.

My signature authorizes the North Coast County Water District (NCCWD) to conduct a background investigation concerning any and all information cited by me in connection with my application for employment. Further, I authorize any person, agency, or other entity contacted by NCCWD to release any information to NCCWD with respect to my application for employment. I waive my right of access to any such information released to NCCWD and, without limitation, hereby release NCCWD and any person, agency, or entity that released information from any liability in connection with such release of information or its authorized use.

I certify that I have made true, correct and complete statements and answers on this application with the knowledge that such statements and information may be relied upon by NCCWD in considering my application for employment. I affirm that I have no other purpose in applying for a job with NCCWD. I understand that any omission or false statement made by me on this application, or any supplement to it, or in the course of any interview for employment, will be sufficient grounds for NCCWD to deny my application for employment or for NCCWD to discharge me should I become employed by NCCWD. I understand employment with NCCWD is at the pleasure of the General Manager. I understand I am required to take a pre-appointment physical including a screening for drug and alcohol use.

Date: _____ Signature: _____



Supplemental Questions to Utility Maintenance Worker

Name: _____

Position Applied For: Maintenance Worker

Include in your answers below information describing the types of projects worked on utilizing these skills.

1. Please describe your experience installing and/or maintaining: Water lines, pumps, valves, or other related utilities.

2. Please describe your experience in using small hand and power tools, (i.e. saws, drills, etc.), machinery, light and/or heavy equipment (i.e. dump truck, backhoe, loader, etc.)

3. Please describe your experience in the areas of: electrical, welding, cement work, carpentry, etc.

4. If you possess a current California DMV Class 'A' or 'B' license, please submit a copy of your license and describe your experience in operating a commercial vehicle.

5. Have you had any training or working experience in any of the following areas within the past three years? If 'Yes', please explain.

a. Traffic control/flagging: Yes No

b. Confined Space: Yes No

c. Trench Shoring: Yes No

d. Hazardous Materials: Yes No
