

Cachuma Operation and Maintenance Board

2018

WATER SERVICE WORKER, GRADE I

DEFINITION

Under supervision, to perform semi-skilled tasks in the operation and maintenance of all facilities and equipment of the Cachuma Operation and Maintenance Board, including raw turnout structures, flow control stations, control valves, electrical equipment, and chemical treatment facilities, to ensure the provision of adequate water supplies to member water districts; and to perform related duties as assigned.

CLASS CHARACTERISTICS

Water Service Worker Grade I is the entry / trainee level in the Water Service Worker class series. Positions in this class are responsible for performing the less complex operations and maintenance duties required to maintain water delivery systems and COMB facilities, including buildings and grounds, and typically work as members of a two-person team.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Assists with the installation, maintenance and testing of water system equipment and facilities.
- Inspects, troubleshoots and performs routine repairs to system equipment and facilities.
- Fabricates specialized system components as necessary.
- Cleans, repairs and disinfects reservoirs and related facilities; records elevation of reservoir and recommends changes in flow rates as indicated.
- Digs trenches for pipes; repairs above-ground and underground pipelines.
- Reviews underground service alerts and determines whether they are in conflict with the location of the South Coast Conduit.
- Reads meters; collects field measurements and water samples as required.
- Records system data as assigned; prepares reports and sketches of field installations or changes.
- Maintains rights-of-way and other USBR easements; clears brush and grades surfaces; performs erosion control activities; removes or trims trees; removes debris from grounds; removes weeds; applies grass seed; applies pesticides and herbicides; builds and repairs fences; paints structures; maintains and repairs irrigation systems; and patrols grounds for security as required.
- Provides traffic control at work sites as necessary to safeguard workers.
- Loads and transports dirt, hazardous waste, and other materials to proper destinations.

- Performs general building maintenance tasks, including but not limited to replacing windows and doors, replacing electrical circuits, installing telephone lines, installing HVAC equipment, installing and repairing plumbing fixtures, installing and repairing door locks and light fixtures, assembling and moving office furniture, etc.
- Maintains and performs routine repairs of vehicles and light-to-heavy equipment; prepares maintenance records.
- Operates construction vehicles and heavy equipment such as a backhoe, crane truck, loader, tractors, fork lift, mowers, etc; operates pumps, motors, generators, various grounds maintenance equipment, sprayer units, and a wide range of hand and power tools.
- Assists in monitoring work activities of contractors as requested.
- Attends training and seminars as required to improve job knowledge and skills.
- Performs all work in accordance with all agency policies and procedures, standards of quality and safety, and all applicable local, state and federal laws and regulations.
- Performs routine office work as necessary, including answering the telephone, copying and filing documents, sending and receiving faxes, entering computer data, ordering supplies, parts and materials, etc.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic maintenance and construction methods.

Methods, materials, tools and equipment used in equipment and vehicle maintenance and repair.

Basic building and grounds maintenance methods, materials, tools and equipment.

Safe work practices.

Heavy construction equipment operation.

The use of computers for word processing and records management.

English usage, spelling, grammar and punctuation.

Basic methods of report writing and records management.

Basic mathematics.

Ability to:

Learn, understand and apply federal, state and local laws, rules and regulations, policies and procedures pertaining to assigned areas of responsibility.

Understand and follow oral and written instructions.

Read and write at a level required for successful job performance.

Read and interpret blueprints, charts, diagrams, maps and specifications related to assigned projects.

Establish and maintain routine records.

Effectively use computers for records maintenance.

Work effectively as a team member.

Safely operate heavy construction equipment.

Safely use and maintain assigned equipment and tools.

Effectively perform required installation, maintenance and repair tasks.

Communicate clearly and concisely, both orally and in writing, using the English language.

Establish and maintain effective working relationships with those contacted in the course of the work.

Perform required mathematical computations with accuracy.

Meet the physical requirements necessary to safely and effectively perform the required duties.

Education:

High school diploma or GED equivalent.

Experience:

One year of experience in general maintenance and construction work.

Other Requirements:

Possession of or the ability to obtain a State of California Department of Health Services Water Distribution Grade D1 certificate within one year of appointment.

Possession of or the ability to obtain a State Qualified Applicator's Certificate within six months of employment.

Possession of a valid California driver's license and an insurable driving record.

Must pass a pre-employment physical, which includes drug screening.

Must be available and willing to work extended or unusual hours as emergency conditions require.

TYPICAL PHYSICAL REQUIREMENTS

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

Requires the ability to sit, walk, stand, climb, balance, stoop, kneel, bend, crouch, crawl, push, pull and reach while performing duties; operate motor vehicles and heavy construction equipment; enter confined spaces and engage in work activities therein; lift and/or move up to 40 pounds frequently and up to 75 pounds occasionally; perform repetitive lifting, pulling, bending, pushing and carrying of materials for extended periods of time; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to work effectively despite frequent exposure to adverse environmental conditions, including extreme weather conditions, heights, confined spaces, wetness, humidity, noise, air contaminants, fumes, dust, grease / oil, chemicals, solvents, machinery hazards, traffic hazards, etc. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment and hand tools. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.