



Utility Worker II

Class Code:
709

DEFINITION

Under general supervision from a Distribution Maintenance Supervisor, and in compliance with all CAL-OSHA personal and equipment safety regulations, performs all but the most skilled work in the construction, repair, and maintenance of underground water distribution pipeline systems; responds to emergencies including after hours according to assigned rotation schedule; safely operates a variety of vehicles and mechanical equipment; may serve as assigned crew leader providing oversight and training to less skilled and experienced Utility Workers on specific work procedures; may perform more skilled work such as valve control, trouble calls, USA marking and backhoe operation as training assignments; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Utility Worker II is the experienced, journey level class in the Utility Worker series. Under general supervision, within a framework of established policies and procedures, incumbents perform all but the most skilled duties on a construction, maintenance, or service crew including the operation of a variety of vehicles and equipment and potential assignment as crew leader. Assignments are given in general terms and are subject to periodic review while in progress and upon completion by a Distribution Maintenance Supervisor. There is some latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the advanced journey-level Utility Worker III class in that the latter class performs the most highly skilled duties, requiring a higher degree of knowledge, skills, and abilities, in system maintenance, construction, or service work, such as valve control, trouble calls, USA markings, field testing, and the safe operation of heavy construction equipment, backhoes, and heavy trucks and must be familiar with hydraulic and pneumatic equipment, either working individually or as lead member of a crew.

The Utility Worker I and II classifications are flexibly staffed. Upon recommendation of the immediate supervisor and approval by the department manager, incumbents in this class may advance to a Utility Worker II after three years at the first level and with demonstrated proficiency to meet the job requirements of the Utility Worker II classification.

TYPICAL DUTIES

TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- As member of a utility crew, performs semi-skilled and skilled work in the construction installation, maintenance, replacement, and repair of water mains, service lines, fire hydrants, meters, valves, backflow devices, other appurtenances, concrete and asphalt, and other duties related to construction and maintenance of District property; independently performs maintenance and repair work that only requires one person; may direct the work and train or assist in training less experienced employees on specific assignments.
- May direct a crew as a working member and assume responsibility for the work of the crew; may direct the work of temporarily assigned additional crew members such as welders, operators, truck drivers, and/or others.
- Prepares job site for work by setting up and placing warning devices and traffic barricades; ensures that materials and tools are available as needed, returns tools and

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equipment to their proper place; keep tools and supplies in a clean and orderly manner on the job; keeps work area in a clean and orderly condition; inspects jobs before and after completion to assure that they comply with drawings and established procedures, and that proper work methods and safety practices are followed.

- Safely operates a variety of equipment including trucks, skip loaders, trenchers, vacuum excavators, front-end loaders, compressors, tapping machines, valve machines, jackhammers, pipe cutters, and a wide variety of other hand, hydraulic, power tools, and equipment common to pipeline work.
- Performs physical labor work as required, including using shovel, pick, and bar to excavate, and backfill holes and trenches; installs shoring and bracing in holes and trenches as required; mixes and shovels concrete mixture into place; tamps and/or operates vibrator to ensure proper distribution of aggregate; replaces and/or installs concrete around fire hydrants, manhole covers, gate pots, meter boxes, and related fixtures.
- Taps water mains; installs, repairs, or removes AC, steel, copper, or plastic service lines; installs industrial, commercial, or residential water meters; measures, cuts, and threads pipe to fit.
- Performs emergency off-hour repair work and stand-by duties on a scheduled rotating basis.
- Investigates reports of meter leaks, high and low water pressure, house-line leaks, service leaks, and hydrant leaks to determine need for repairs; determines urgency and extent of problems; evaluates whether crews should be dispatched.
- Locates and inspects valves, hydrants, and meters from maps, drawings, and sketches; turn off fire hydrants, mains, or services for emergency, repair or at consumer request; installs and repairs a variety of valves; inspects and operates valves as required; locates, cleans, and seals valve pots; reads meters by-passed by regular meter reader and may fill-in for regular meter reader.
- Adjusts meters, repairs meter leaks, and performs minor maintenance in the field or shop and replace broken, worn, or defective parts.
- Safely operates an asphalt/concrete saw, compressor, and pneumatic tools such as pavement breakers, spades, and tampers to cut and remove pavement or concrete; operates vibratory compactor, roller, and related equipment; performs blade changes, adjustments, and minor maintenance on asphalt-concrete saws.
- Safely uses a variety of common and special hand tools and equipment such as wrenches, hammers, pliers, screwdrivers, concrete placement tools, equipment cutting torches, caulking tools, sump pumps, and flaring tools.
- Operates electrical pipe-locating equipment to locate and mark underground pipeline facilities.
- Slings pipe for lowering into the trench; assists in directing crane and equipment

operators when placing pipe.

- Safely operates heavy trucks to off-haul spoils from the job site or to transfer to storage area and to import cutback and/or backfill materials; inspects truck prior to driving, maintains truck in safe operating condition while in the field; regularly checks operation of lights, brakes, and accessories; ensures adequate fuel and oil supply; keeps tires properly inflated; makes other similar service checks and reports need for mechanical repair and adjustments.
- Reads and interprets surveying grade stakes and transfers grades to ditch-line, curbs, and street sections; checks distribution drawings, notes corrections thereon, and notifies immediate supervisor of corrections to be made.
- Plans and directs water shutdowns and notifies consumers; arranges for temporary water supply when necessary.
- Notifies supervisor of City street overlay projects and identifies the number of valve pots to be raised; cleans valve pots as necessary.
- Completes or posts information to standardized manual or electronic forms; keeps accurate records and makes oral or written reports of work completed, unusual incidents, or dangerous conditions; completes work related documents completely and in a timely manner.
- May disinfect and flush new distribution mains; flushes the distribution system, performs pressure tests, and takes bacteria samples.
- May be assigned more skilled work such as valve control, trouble calls, USA markings, and backhoe operation for training purposes.
- If certified, may perform backflow testing and repair.
- May be used to augment the gardening staff during peak periods.
- Performs other related work as required.

REQUIREMENTS

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

Education and Experience:

Possession of a high school diploma or its equivalent; and three (3) years of full-time experience equivalent to that of a Utility Worker I within the District.

Knowledge, Skills, and Abilities:

Knowledge of: principles, practices, equipment, tools, materials, and methods used in pipeline installation, maintenance, and repair; sanitation practices related to water distribution pipelines; identification, proper use, and safe operation of common hand and power tools and power

equipment including trucks, loaders, and related equipment; safety regulations and procedures pertaining to the work performed, including proper shoring and barricading methods; traffic safety methods, practices, rules, and regulations; proper English usage in verbal and written form; relevant policies, rules, and governmental regulations; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: perform a variety of skilled work and heavy manual labor; install, maintain, and repair a variety of underground pipelines and related facilities; read meters; use hand and power tools and equipment required for the work; apply safety procedures to work performed; read and interpret pipeline drawings, blueprints, maps, specifications, and survey markers; respond to off-hours emergency situations as assigned on rotating standby schedule; operate a vehicle observing legal and defensive driving practices; learn to operate computerized information systems and sonar and electronic leak detection equipment; follow oral and simple written instructions; complete forms accurately and keep simple records; make accurate arithmetical calculations; work cooperatively as a team member; perform essential duties of the job without causing harm to self or others; operate modern office equipment including computer equipment and specialized software applications programs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Additional Requirements:

- Must possess a valid California driver's license and have a satisfactory driving record.
- Must possess and maintain an unrestricted Class A California driver's license and have a satisfactory driving record.
- Must possess a Water Distribution Operator Grade 2 certificate.

Working Conditions/Physical Requirements:

The essential duties of this classification require the ability to work outdoors under various climatic and geographic conditions; to work after hours in response to emergencies and on a stand-by schedule on a rotation basis; to work in an environment with exposure to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, and oil; and to regularly perform duties in water, on uneven and slippery surfaces, below ground, in confined spaces, on ladders and/or scaffolding, around moving vehicles and equipment and on equipment with moving parts and subject to continuous vibration.

The essential duties of this classification require repetitive use of feet and hands to operate vehicles, equipment and tools and the ability to lift and carry tools and equipment weighing up to 90 pounds; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; and to climb stoop, kneel, crouch, reach, stand, and walk; and finger dexterity and hand strength to operate and grasp tools and equipment on a daily basis.

Revised: 07/12, 11/20

Approved: _____

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Human Resources/Risk Manager