



## Utility Worker I

Class Code:  
708

### DEFINITION

Under supervision from a Distribution Maintenance Supervisor, and in compliance with all CAL-OSHA personal and equipment safety regulations, performs varied physical labor and semi-skilled duties in the construction, maintenance, and repair of underground water system facilities and equipment; responds to emergencies including afterhours according to assigned rotation schedule; may perform basic repair of parts, tools, machinery, and equipment; may inspect, test, and repair a variety of District water meters; and performs related work as required.

### DISTINGUISHING CHARACTERISTICS

**Utility Worker I** is the entry level class in the Utility Worker series. Under close supervision, within a framework of established policies and procedures, incumbents learn and perform manual labor requiring a moderate degree of manipulative skill and use of independent judgment and initiative. Incumbents learn and perform basic construction, installation, maintenance, and repair duties relative to the maintenance of the District's underground water distribution system and safely operate a variety of mechanical equipment and hand and power tools in support of these activities. Assignments are given in specific terms and are subject to frequent review while in progress and upon completion by a Distribution Maintenance Supervisor. There is limited latitude for independent judgment and action in well-defined areas of work.

This classification is distinguished from the experienced, journey-level Utility Worker II class by the routine nature and limited complexity of work assignments and the level of supervision received. The Utility Worker I classification is further distinguished from the Utility Worker II classification which may serve as crew leader and perform all but the most skilled duties on a construction, maintenance, or service 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:**

- Works on utility crews installing and repairing mains, service lines, fire hydrants, meters, and other appurtenances; performs other duties related to the construction and maintenance of District property.
- Performs physical labor including, manual digging using a shovel and bar, assisting with rigging and placement of heavy materials and equipment, loading and unloading materials, supplies, and equipment at the job site and/or in the yard, assisting with measuring, painting, or chalking areas to be excavated, guiding the maneuvering of truck(s) at the job site, mixing and shoveling concrete mixture into place, tamping and/or operating vibrators to ensure proper distribution of aggregate, and replacing and/or installing concrete around fire hydrants, manhole covers, gate pots, meter boxes, and related fixtures.

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- Assists in preparing the work site and ensuring that materials and tools are available as needed; returns tools and equipment to their proper place; helps keep tools and supplies in a clean and orderly manner on the job; cleans the work area after the job is completed.
- Performs emergency off-hour repair work and stand-by duties on a scheduled rotating basis.
- Observes proper safety precautions; maintains tools, supplies, equipment, and the work site in a safe condition; learns to install shoring in trenches as directed; sets up and places traffic warning devices and barricades.
- Learns and safely operates a variety of equipment including light and heavy trucks with trailers, vacuum excavators, front-end loaders, asphalt concrete saws, compressors, tapping machines, valve machines, jackhammers, pipe cutters, and a wide variety of other hand, hydraulic, power tools, and equipment common to pipeline work.
- Taps water mains; installs ductile iron, steel, copper, or plastic service lines; installs industrial, commercial, or residential water meters.
- Locates valves, meters, hydrants, and related appurtenances from maps, drawings, electronic locating devices, and sketches; installs and performs minor repairs to hydrants, valves, meters, pressure regulators, and related equipment.
- As assigned, learns to clean, repair, test, replace, and adjust various types of water meters and related metering and control instruments in the shop and in the field; at the discretion of the supervisor, may work independently while doing field maintenance of meters.
- Locates and reads meters by-passed by regular meter reader; may fill-in for regular meter reader.
- Completes standardized forms, maintains simple records, and completes job documents accurately, completely, and in a timely manner; may assist in disinfecting and flushing the distribution system and take verification bacteria samples.
- May be used to augment gardening staff during peak periods.
- If certified, may perform backflow testing and repair.
- 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 six (6) months experience performing heavy manual labor in a construction, maintenance, or industrial environment.

**Knowledge, Skills, and Abilities:**

Knowledge of: basic construction and maintenance methods and terminology; identification, use, and safe operation of standard hand and power tools and equipment; safe work methods and pertinent safety regulations; proper English usage in verbal and written form; use of standard measuring equipment such as a tape rule; modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Skill and Ability to: use standard and hand power tools and measuring tapes; follow oral and written instructions and perform routine assignments; learn the methods, materials, power tools, and equipment used in performing semi-skilled work required in the installation, repair, and maintenance of underground water distribution systems; learn and apply safety procedures to work performed; learn to read meters, pipeline drawings, blueprints, maps, and specifications; perform simple arithmetic calculations; respond to off-hours emergency situations as assigned on a rotating standby schedule; operate a vehicle observing legal and defensive driving practices; 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 acquire and maintain an unrestricted California Commercial Class A driver's license within six months of appointment to this classification. Failure to obtain a Class A license will result in termination of employment.
- Must obtain a Grade 1 Water Distribution Operator's certificate within eighteen (18) months of appointment to this classification. Failure to obtain a Grade 1 Water Distribution Operator's Certificate within eighteen (18) months will result in termination of employment.

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.

**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

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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: \_\_\_\_\_  
Human Resources/Risk Manager