



Utility Worker I

Class Code:
708

ALAMEDA COUNTY WATER DISTRICT
Revision Date: June 2012

DEFINITION

Under close to general supervision 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 after hours 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 other related work as assigned and/or required.

DISTINGUISHING CHARACTERISTICS

Utility Worker I is the entry level classification in the Utility Worker series. Under close to general supervision within a framework of established policies and procedures, incumbents perform manual labor requiring a moderate degree of manipulative skill and use of independent judgment and initiative; 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, except where tasks are well defined by established standards, policies and procedures. Incumbents learn to safely operate a variety of construction vehicles and equipment and may be assigned more skilled work under close supervision for training purposes.

This class is distinguished from the journey-level Utility Worker II class 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, II, and III classifications are flexibly staffed. Incumbents in this classification normally advance to a Utility Worker II after three years at entry level and with a performance rating of "meets requirements" overall on the most recent evaluation and demonstrated proficiency in the job requirements of the journey level 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 and 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; and guiding the maneuvering of truck(s) at the job site. Also 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.

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- Assists in preparing the work site and in 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 accurately, 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:

High school diploma or equivalent and six months experience performing heavy manual labor in a construction, maintenance or industrial environment.

Knowledge, Skills and Abilities:

General 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

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 rotating standby schedule; operate a vehicle observing legal and defensive driving practices; work cooperatively as a team member; establish and maintain effective working relationships; deal tactfully and courteously with customers and the general public; and perform essential duties of the job without causing harm to self or others.

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 three years of appointment to this classification. Failure to obtain a Grade 1 Water Distribution Operator's Certificate within three years will result in termination of employment.

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

Approved: 
Human Resources/Risk Manager