



## **RUBIDOUX COMMUNITY SERVICES DISTRICT**

### **UTILITY MAINTENANCE WORKER I / II**

#### **DEFINITION**

Under general supervision, performs a variety of manual and semi-skilled tasks in the upkeep, maintenance, and repair of water, wastewater, and related facilities, maintains grounds and irrigation systems, buildings, paints and maintains facilities, works with vendors and contractors; performs other work as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

Utility Maintenance I (UM I) - is a full-time, working-level class where incumbents perform a variety of maintenance duties involving standard trades such as carpentry, painting, electrical, plumbing and landscaping. Operate water and wastewater equipment as assigned. Incumbents do not supervise other employees. They may work alone or as a team on routine or regular work assignments, checking with a supervisor on non-routine assignments or when in doubt as to the correct procedure to follow. Work is characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances.

Utility Maintenance II (UM II) – incumbents are responsible for leading a crew engaged in the maintenance and repair of water distribution and wastewater systems; operate water and wastewater equipment and perform the more skilled duties and responsibilities under general supervision.

#### **SUPERVISION RECEIVED AND EXERCISED**

Under direct supervision for UM I and general supervision for UM II from the Field Supervisor and Assistant General Manager.

#### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

Essential and other important responsibilities and duties may include, but are not limited to the following:

1. Participates in water and wastewater system maintenance and repair work; locates, excavates and, repairs water and wastewater lines and related facilities when needed.
2. Sets up traffic control and routes traffic in a safe manner.

3. May operate a jackhammer; repairs concrete, and replaces asphalt.
4. Inspects, tests, and operates valves, fittings, and related water distribution equipment within and outside related facilities.
5. Paints piping, pumps, motors, gates, building's interior and exterior, other equipment and facilities.
6. Performs semi-skilled and skilled tasks involved in the construction, alteration, maintenance, and repair of buildings, facilities and related equipment.
7. Performs tasks in a variety of building trade areas, including plumbing, rough and finish carpentry, concrete, asphalt, grounds keeping, and weed abatement duties at all District facilities.
8. Operates trucks and construction equipment such as backhoe; performs minor servicing to truck and reports mechanical or other problems; keeps truck stocked with supplies and materials.
9. Assists in training less experienced personnel.
10. Maintains routine records.
11. Regular attendance at the work site.
12. Other essential functions as defined by duty statement, job analysis and summaries, assigned as such by supervision or required by law/regulation.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Working knowledge of the equipment and procedures involved in the installation, maintenance, and repair of water and wastewater system facilities; related laws, ordinances, rules, regulations, policies, and procedures.

### **Ability to:**

- Meet the physical, mental and environmental demands of the position with or without reasonable accommodation.
- Perform a variety of construction, routine repair, and maintenance tasks.
- Work under routine and emergency conditions, sometimes in severe weather.
- Work efficiently and safely with others.
- Understand and follow instructions and directions.
- Perform a wide variety of physically strenuous tasks.
- Respond to public inquiries and complaints in a tactful and courteous manner.
- Safely operate heavy construction and repair equipment.
- Operate and properly repair valves, fittings, and hydrants.
- Read and understand atlas maps, blueprints, charts, and gauges.
- Assist in training personnel.
- Maintain records.
- Maintain and repair equipment and tools.
- Meet the physical requirements established by the District.

- Utilize safe work practices.

## **REQUIRED QUALIFICATIONS**

### **Utility Maintenance I**

**Experience:**

One (1) year of experience performing facilities maintenance work that required some use of multiple building trade skills.

**Education:**

Equivalent to graduation from the twelfth grade. Additional course work in water related topics such as cross-connection, water treatment, and water distribution are highly desirable.

**Certificate:**

Current California State Water Resources Control Board (SWRCB) Grade 1 Water Distribution Certification is preferred. Must obtain an SWRCB Grade 1 Water Distribution Certification within the first year of employment.

**License:**

Possession of a valid California Driver's License (Class C) with a safe driving record is essential.

A Department of Motor Vehicle Class B with Hazmat endorsement is highly desirable. Must obtain a Department of Motor Vehicle Class A within first year of employment.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

### **Utility Maintenance II**

**Experience:**

Three (3) year of experience performing facilities maintenance work that required some use of multiple building trade skills.

**Education:**

Equivalent to graduation from the twelfth grade. Additional course work in water related topics such as cross-connection, water treatment, and water distribution are highly desirable.

**Certificate:**

Must have an SWRCB Grade 2 Water Distribution Certification and SWRCB Grade 1 Water Treatment Certification.

**License:**

Possession of a valid California Driver's License (Class C) with a safe driving record is essential.

A Department of Motor Vehicle Class B with Hazmat endorsement is highly desirable. Must obtain a Department of Motor Vehicle Class A within first year of employment.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

### **PHYSICAL AND MENTAL DEMANDS AND WORKING CONDITIONS**

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

#### **Environment:**

Indoor and outdoor environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, electrical currents, toxic agents/chemicals, and inclement weather conditions; work with or in water; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain.

#### **Physical:**

Incumbents require sufficient mobility to work in an office and field setting; stand, stoop, reach, bend, kneel, squat, and walk on uneven surfaces, loose soil and sloped surfaces; reach and twist; push, pull, lift, and or carry up to 50 pounds; operate assigned equipment and vehicles; requires a sense of touch, finger dexterity and gripping with hands and fingers; ability to verbally communicate to exchange information; may have to lift and relocate manhole covers or 10" fire service or backflow prevention assemblies weighing up to 50 pounds without assistance.

#### **Mental Conditions:**

Stress of emergencies, interactive stress situations with subordinates and public; ability to work without close supervision; interpret codes, regulations, policies and schematics; memorize and reclass objects and persons; analyze problems and generate alternatives; exercise good judgment; work with interruptions and changing priorities and concentrate of long periods of time.

#### **Vision:**

See in the normal visual range with or without correction; vision sufficient to reach computer screens and printed documents and to operate assigned equipment.

#### **Hearing:**

Hear in normal audio range with or without correction.

#### **Special Requirements:**

- Will be required to work overtime, weekends, holidays or other non-scheduled hours as required.
- Must meet CAL-OSHA respiratory facemask requirements.
- Must be willing to assume responsibility for 24-hour operations in assigned area of responsibility, to respond to emergency situations in off hours as required, and to carry a cell phone.
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Job Status: Non-Exempt

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