

SKILLED MAINTENANCE WORKER - WATER SERIES

Definition:

Under general supervision performs both skilled and general duties involved in the maintenance, repair and construction of City water and sewer system components including water pumps, wells, motors, disinfecting/chlorinating facilities, reservoirs and tanks and performs related work as required.

Class Titles

Skilled Maintenance Worker - Water I
Skilled Maintenance Worker - Water II

Essential Duties and Responsibilities:

The following responsibilities and essential duties are performed on a frequent and recurring basis by an incumbent. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

~~The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the series include the following:~~

Operates a wide variety of hand and power tools and specialized equipment.

Performs skilled mechanical maintenance work in the repair, installation and alteration of water equipment and facilities.

Performs skilled plumbing maintenance work in the repair, installation and alteration of water lines, sewers and other water facilities and equipment.

Performs both skilled and routine tasks related to a variety of water facility maintenance needs.

Performs hazardous waste/sewer spill containment.

Cleans and maintains tools and equipment.

Lifts and moves objects weighing 75 pounds or less.

Maintains records, completes reports and reviews time/job records.

Trains staff as assigned.

Drives a vehicle on City business.

Other Duties and Responsibilities Include:

Performs other projects/tasks as assigned.

Operates a personal computer and uses applicable software.

Performs basic painting and rough carpentry work.

May direct the work of a small construction or project crew.

Class Characteristics:

Skilled Maintenance Worker – Water I/II is a multi-incumbent series in the **Public Works Maintenance Services** Department. Incumbents perform a variety of skilled and specialized tasks. The primary distinction between the two levels is the II's possession of a D3 water certification. **A Skilled Maintenance Worker – Water I may be advanced to Skilled Maintenance Worker – Water II upon obtaining a D3 water certification, recommendation by the division manager and approval of the Director of Public Works.**

The series is distinguished from the Senior Maintenance Worker Series by the Skilled Maintenance Worker – Water Series performance of skilled and technical duties involving the exercise of a substantial degree of responsibility and independent judgment. Skilled Maintenance Workers - Water I/II perform their duties with a minimum of direction/supervision, are expected to solve work-related problems independently and may act as a crew leader/trainer.

Contacts and Relationships:

A Skilled Maintenance Worker – Water I/II establishes and maintains contact with **other Public Works Maintenance Services** Department staff. Additional contact will occur with other City staff and the public during the course of certain work assignments.

Qualification Guidelines:

The knowledge and abilities which are required to perform the duties and responsibilities of this series include the following:

Knowledge of:

Safety precautions and practices necessary when working with hand, power and specialized equipment applicable to the area assigned.

Caltrans traffic control procedures and safety precautions and practices necessary when working in traffic.

Materials, tools and methods used in the maintenance, repair and construction of water and sewer system components.

Accepted procedures necessary when dealing with hazardous sewage spills and overflows.

English usage.

AND

Ability to:

Perform water system and sanitary sewer maintenance tasks.

Read and interpret blueprints and drawings.

Operate job-related equipment and lift and move heavy objects safely.

Understand and carry out oral and written directions independently.

Work independently in the absence of supervision; exercise independent judgment.

Communicate effectively orally and in writing.

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

Learn to use a computer and applicable software.

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

~~Exercise independent judgment.~~

— Direct a small crew as needed and train other Maintenance Services staff.

Write basic reports, record data and transfer data from one form to another.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

~~A typical way to obtain the knowledge and abilities is as follows:~~

Education: Graduation from high school.

AND

Experience: Two years of increasingly responsible water facility maintenance or water facility repair/construction experience including some experience in one of the building trades.

Special Requirements for Skilled Maintenance Worker – Water I Include:

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this series. **Employees in this classification will be enrolled in the Department of Motor Vehicles Government Pull Notice Program.**

Must be able to work a flexible schedule to accommodate City needs to include shift work, overtime and emergency callback.

Possession of or obtain a valid D1 or D2 Water Distribution Operator Certificate prior to completion of probation at time of appointment and maintain, at a minimum, the D1 Water Distribution Operator Certificate throughout remainder of employment in the Skilled Maintenance Worker – Water I classification.

Certain positions or assignments may require the possession of or the ability to acquire a specialized motor vehicle operator's license or certification.

Per California Government Code §3100 - 3109, all public employees are declared to be disaster service workers and must take and subscribe to the oath or affirmation as required.

Special Requirements for Skilled Maintenance Worker – Water II Include:

All special requirements listed for Skilled Maintenance Worker - Water I, plus **possession of or obtain** a valid D3 Water Distribution Operator Certificate **prior to completion of probation at time of appointment** and **maintain** throughout **remainder of** employment in the Skilled Maintenance Worker – Water II classification.

Physical Tasks and Working Conditions Include the Following:

Work is performed indoors and outdoors. When work is performed outdoors there is full exposure to the elements. An incumbent drives a vehicle on City business, uses a variety of hand and power tools and performs physical labor for extended periods of time requiring physical strength and endurance. Incumbents may work under damp conditions, crouch, sit, stand, walk on slippery and/or uneven surfaces, bend, crawl, kneel, pull, reach, push, twist, climb ladders and sloping surfaces and grasp, drag, lift and move items weighing 75 pounds or less. Incumbents may use a computer, keyboard and related equipment, be exposed to chemicals, solvents, paint, dust, grease/oil, fumes, electrical and mechanical hazards, vehicular traffic, vibration and noise. Incumbents must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing, sense of smell and dexterity levels appropriate to the duties to be performed.

Fair Labor Standards Act Designation: Non-exempt.

Revised January 2022

Revised and Split into a I/II Series December 2006

Revised April 2003

Established from the class of Skilled Maintenance Worker July 2001