



Utilities Maintenance Worker I Utilities Maintenance Worker II

Purpose of the role:

Under supervision (Utilities Maintenance Worker I) or general supervision (Utilities Maintenance Worker II), performs a wide variety of skilled and semi-skilled maintenance tasks in the installation, repair and maintenance of domestic water and wastewater facilities and systems; operates a variety of maintenance and construction tools and equipment; and performs related duties as assigned.

Distinguishing Characteristics:

Utilities Maintenance Worker I – This is the entry level class in the Utilities Maintenance Worker series. This class is distinguished from the Utilities Maintenance Worker II by the performance of the more routine tasks and duties assigned to positions within the series including less complex construction, maintenance, and repair duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees are expected to perform a variety of duties and learn the full scope of duties assigned to Utilities Maintenance Workers. Advancement to the II level is based on demonstrated proficiency in performing the full range of utilities maintenance worker duties, and is at the discretion of higher level supervisory or management staff.

Utilities Maintenance Worker II – This is the full journey level class within the Utilities Maintenance Worker series. Employees within this class are distinguished from the Utilities Maintenance Worker I by the performance of the full range of duties as assigned including the more complex construction, maintenance, and repair duties, operating a variety of equipment, and providing training to less experienced Utilities Maintenance Workers. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are alternately staffed and are normally filled by advancement from the Utilities Maintenance Worker I level, or when filled from the outside, require prior experience.

Essential Duties and Responsibilities:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs skilled and semi-skilled work in the installation, repair and maintenance of water or wastewater lines, mains and related facilities.
- Cleans wastewater lines using jet rodder-hydro truck or sewer ball and balling machine; traps and vacuums debris.

- Conducts inspections of water reservoir tank sites and pump stations including repairs such as packing and seal leaks, electrical and telemetry problems, pulling and setting pumps and motors.
- Performs water meter and service upgrades to meet current standards; rebuilds and tests water meters; installs meters in the field.
- Performs skilled work in assembling, laying, and aligning water and wastewater pipes.
- Locates and repairs water leaks and wastewater main breaks or stoppages in City lines.
- Performs duties in confined spaces, utilizing departmental safety policies and procedures; tests manholes and other confined spaces for toxic or explosive gases and oxygen deficiency.
- Installs, repairs, and maintains water mains, services, and fire hydrants using a variety of construction equipment.
- Maintains manholes, catch basins, pump stations, reservoirs and other facilities; records elevations, flows, pump hours, and checks security.
- Operates TV van to inspect sewer lines and storm drains using pipeline video equipment; maintains and repairs camera and related equipment as necessary.
- Utilize SCADA system to monitor and regulate water system.
- Operates valve exercise van to check operation of valves; records location and condition of valves.
- Operates heavy equipment including 10-ton trucks, vector trucks, skip loader, backhoe and other construction equipment needed to excavate water and sewer lines as assigned; cleans and maintains tools and equipment used in the field and shops.
- Inspects sewer trunk lines in easements and remote canyon areas.
- Performs concrete work; forms, pours and finishes concrete; replaces sidewalks around meters, fire hydrants, and air/vacs; constructs block walls; raises and performs asphalt patching around manholes.
- Conducts traffic control when working in traffic areas of the City; installs street barricades and cones prior to the performance of maintenance or repair activities; directs and controls traffic around work sites.
- Responds to customer inquiries and complaints regarding water or sewer service including sewer overflows and stoppages; takes appropriate action to resolve situations.
- Prepares written reports of daily activities and billing invoices of work performed.
- May fabricate tools and equipment and perform welding repairs on equipment.
- Performs after-hours emergency work and on-call duties on a rotating basis.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

***Desired
Minimum
Qualifications:***

Knowledge of:

- Operations, services, and activities of water and wastewater systems and facilities.
- Methods, tools, and equipment used in the installation, repair, and maintenance of water and wastewater systems and facilities.
- Operation of power equipment, including trucks, loaders and related equipment.
- Operational characteristics of maintenance and construction equipment and tools.
- Methods, techniques and safety practices used in maintaining water and wastewater facilities.
- Practices and procedures of traffic control.
- Confined space entry.
- Basic operation of a computerized SCADA system.
- Principles and practices of record keeping.
- Occupational hazards and standard safety practices including those used for entrance into confined spaces.

Ability to:

- Perform skilled tasks in the maintenance of water and wastewater systems and facilities.
- Operate a variety of maintenance equipment and tools including heavy and light power driven equipment and hand tools in a safe and effective manner.
- Operate a computer and respond to telemetry calls using the SCADA system.
- Deal effectively with the public and respond to complaints and inquiries.
- Perform heavy manual labor.
- Ensure safety around work areas in high traffic.
- Read and interpret basic maps and blueprints.
- Assist in the supervision and training of less experienced personnel.
- Work under steady pressure with frequent interruptions.
- Learn and apply new information or new skills.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Strategic Thinker
- Results Oriented
- Customer-Focused
- Flexible/Adaptable
- Accountable
- Problem Solver and Decision Maker
- Technically Knowledgeable

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

Utilities Maintenance Worker I

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Some experience in utility or public works-related maintenance and construction work is desirable.

Licenses; Certificates; Special Requirements:

Possession of, and the ability to maintain, certification as a California Department of Public Health (CDPH) Water Distribution Operator Grade D1.

Education and Experience Guidelines:

A valid Class C California driver's license with the ability to obtain a valid Class B California driver's license with a tanker endorsement within six months of employment.

Utilities Maintenance Worker II

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of experience at a level comparable to the Utilities Maintenance Worker I with the City of Thousand Oaks.

Licenses; Certificates; Special Requirements:

Possession of, and the ability to maintain, certification as a California Department of Public Health (CDPH) Water Distribution Operator Grade D1.

Possession of a Water Distribution Operator Grade D2 is preferred.

A valid Class B California driver's license with tanker endorsement is required.

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The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical and Environmental Conditions:

Physical: Sufficient physical ability to perform heavy manual labor; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement; lift, carry and push tools, equipment and supplies weighing 25 pounds or more; climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment. Employees in this class are to wear respirators as required and in accordance with CAL/OSHA regulations. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Outside environment working near moving mechanical parts; travel from site to site; exposure to noise, dust, grease, fumes, gases, potentially hazardous chemicals, electrical energy, and inclement weather conditions including wet and/or humid conditions; work around water or wastewater; work on slippery surfaces; work in confined spaces; frequently works near moving mechanical parts; works in precarious places or exposed to street/road traffic; occasionally works around extreme heat from cutting torches or soldering; frequently works around loud noise levels.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: 4/21/09

4/21/09:

- Clarification of certification requirements.