



## JOB DESCRIPTION

### Water Maintenance Worker

Date Prepared: March 2014

Class Code: 7930

**SUMMARY:** Under basic supervision, performs various functions in support of the City's water distribution system.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Collects water samples; monitors chlorine levels; inspects chlorine pumps, wells and pumping plants.
- Collects reads from well sites and pumping plants; inputs data and prepares daily, monthly and annual water production reports.
- Maintains and repairs wells, boosters and motors.
- Responds to customer complaints regarding poor quality water.
- Performs trash removal, weed removal, weed spraying; washes wells, boosters and associated piping.
- Performs paint preparation and painting.
- Inspects and maintains underpasses before, during and after rain events; measures the percentage of rain fall.
- Monitors chlorine residuals; delivers, transfers and maintains chlorine and chlorine pumping equipment; conduct facility inspections.
- Performs water level readings; maintains plug valves; inspects and maintains diesel generators; performs confined space entry with an gas monitor.
- Performs hot taps; installs new water service, including domestic, fire and fire hydrants; breaks out and excavates asphalt, concrete and dirt; repairs water leaks and fire hydrants; exercises valves; operates various heavy motorized vehicles and equipment.
- Performs meter reading for utility billing.
- Assists the Gas Department with excavation and exposing gas mains; may assist other City work crews.
- Performs standby and on-call duties as assigned; responds to after-hours emergencies as needed.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND two years of water distribution maintenance and repair experience.

**Knowledge of:**

- City organization, operations, policies, and procedures.
- Principles and practices of water distribution system maintenance and repair.
- Troubleshooting methods and practices.
- Valves, fire hydrants, domestic and fire services.
- Concrete and asphalt repair methods and practices.
- Layout of the City's water system.
- Water main, fire hydrant and domestic line maps.
- Traffic control methods and procedures.
- Customer service standards and protocols.

**Skill in:**

- Using power and hand tools.
- Operating various motorized vehicles and equipment.
- Reading and understanding plans and stations.
- Following verbal and written instructions and procedures.
- Communicating effectively verbally and in writing.
- Dealing tactfully and courteously with the public.
- Establishing and maintaining cooperative working relationships with supervisors, co-workers, vendors and contractors.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License.

California Water Distribution Operator Grade I certification.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an outdoor work environment. May be exposed to dangerous machinery, extreme weather conditions, hazardous chemicals and infectious diseases. May be required to climb ladders. May be required to work in trenches or confined spaces. May be required to lift and carry items weighing over 50 pounds.