JOB DESCRIPTION

Coachella Valley Water District

TITLE: Distribution Utility Worker I, II, III

Construction

DEPARTMENT: Operations

Date November 2006

SECTIONS: Domestic Operations
          Domestic

SRN: 1 - 14, II- 18, III -22

REPORTING RELATIONSHIP:

Reports to: Supervisor, Domestic Water
            Crew Chief, Domestic water

Supervises the following positions: Not applicable

DEFINITION:

Distribution Utility Worker I (Entry Level): Under general supervision, to perform duties in the repair, maintenance, construction, pavement, and installation of District domestic water distribution system equipment and facilities. Do other related work as required.

Distribution Utility Worker II (Apprentice Level): Under general direction, to perform more complex repair, maintenance, construction, pavement, and installation of District domestic water distribution system equipment and facilities. Do other related work as required.

Distribution Utility Worker III (Journey Level): Under general direction, to perform the more complex and specialized repair, maintenance, construction, pavement, and installation of District domestic water distribution system equipment and facilities. Do other related work as required.

ESSENTIAL FUNCTIONS:

1. Under the direction of certified water distribution operators, install, maintain, and repair various District equipment which include pressure control devices, fire hydrants, valves, compressors, deep well meters, chlorinators, cla-vals, various water mains, water quality sampling stations and other distribution system appurtenances.

2. Performs various types of construction work such as installing or abandoning of new or existing District facilities, water main tie-ins and abandonments. Also performs moderate to heavy labor which include digging, spreading, raking, and shoveling of asphalt or sub-grade material.

3. Pour and finish concrete collars and slabs by hand. Remove old concrete using a jackhammer when necessary.
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ESSENTIAL FUNCTIONS (Cont.):

4. Operate and maintain a variety of hand and air tools and various types of cutting equipment such as pavement saws, jackhammers, cut off saw, and cutting torch.

5. Fabricate using a cutting torch and welder on various fittings. Uses an oxyacetylene torch and arc welding equipment.

6. Operate various types of equipment used in the placing of asphalt such as skip loaders, rollers, 15 yard dump trucks, spreader boxes, and other related equipment when required.

7. Prepare and maintain accurate reports and records when required. Read and interpret plat books and blue prints.

8. Perform atmosphere testing and maintain records related to confined space entry.


10. Assists in the training of assigned personnel on job skill and assorted duties.

11. Strictly adheres to District safety practices and procedures which includes traffic control set up and removal and participates on chlorine emergency leak response team.

MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Education and Experience: High School diploma or equivalent is required.

Distribution Utility Worker I – Any training or experience that will fulfill the essential functions of the position.

Distribution Utility Worker II – Four years experience comparable to a Distribution Utility Worker I.

Distribution Utility Worker III - Eight years total experience comparable to a four years as a Distribution Utility Worker I and four years as a Distribution Utility Worker II.
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MINIMUM QUALIFICATIONS (Cont.):

Knowledge of:
- Methods, tools, equipment and procedures used in the maintenance, installation, and repair of pressure control devices, valves, hydrants, water mains, and well meters.
- Operation and use of a variety of hand tools and heavy power equipment.
- Underground Service Alert mark and locate methods and procedures.
- Methods and procedures of chlorination.
- Welding methods and procedures.
- Local geography and location of District facilities.
- Principles of training.
- State of California transportation regulations.
- Sub-grade and asphalt materials.

Abilities:
- Operate a variety of hand tools and heavy power equipment including jack hammers and welding torches skillfully and safely.
- Analyze maintenance problems and take appropriate corrective action.
- Understand and carry out oral and written instructions.
- Communicate effectively and work cooperatively with others.
- Maintain accurate and complete records and reports.
- Follow District safety practices and procedures.
- Read and understand plat sheets and blue prints.

PHYSICAL REQUIREMENTS:

1. Will work weekends, evenings, holidays, overtime and standby when required.

2. Will work in extreme weather conditions including heat and rain. Also will work in areas containing chemicals, dust, fumes, and vapors.

3. Performs pick and shovel work when required.

4. Drives District vehicles to job sites and uses a two-way radio to communicate. Driving: Heavy.

5. Brings equipment and materials to job sites including over rough terrain.

See Human Resources for physical assessment form.