JOB DESCRIPTION

Coachella Valley Water District

TITLE: Domestic Water Serviceworker II

DEPARTMENT: Operations

SECTION: Domestic Operations

SRN: 24

REPORTING RELATIONSHIP:

Reports to: Chief Domestic Water Serviceworker
            Senior Domestic Water Serviceworker

Supervises the following positions: Not applicable

DEFINITION: This is a Serviceworker who has acquired the Grade II in Water Distribution. Under direct supervision, operate and maintain deep well, booster pumps and pumping facilities. Maintain and repair waterlines and monitor and operates distribution system.

ESSENTIAL FUNCTIONS:

1. Monitors domestic water systems. Starts and stops well and booster pumps and checks the operation of automatic control devices. Checks packing glands for proper temperature and excessive leakage.

2. Read and understand recording devices used in pumping operation.

3. Deal tactfully and courteously with public. Resolve customer complaints in a timely and efficient manner.

4. Makes recommendations to correct water pressure or water quality problems. Makes rereads on meters, and turns on and off water for customers.

5. Inspects booster and well pumps for proper operation. Analyze and correct distribution system malfunctions.

6. Check reservoirs for levels and any damage. Insures operating switches and safety valves are properly set and secure.

7. Locates and repairs leaks on water mains and responds to emergency callouts.

8. Communicates effectively with others.


10. Reads and understands plat book and recording devices used in pumping operation.

11. Learns and follows District safety practices and procedures.

APPROVED
Job Description
Date: 7/4/06
HR & Dept.
JOB DESCRIPTION

Domestic water Serviceworker II – Page 2

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.

AND


Education and Experience: High School Diploma or equivalent is required. Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical to acquire the required knowledge and abilities would be to have three years experience working with a domestic water distribution system, including two years at the level of Domestic Water Serviceworker I.

Knowledge:

- Methods, tools, equipment and procedures used in the maintenance and repair of pumps, pumping facilities, reservoirs, domestic water distribution systems, automatic controls, and pressure regulating equipment.
- Geography of the District and location of District facilities.
- Operating principles and maintenance requirements for pumps and automatic control equipment.
- Basic hand tools and equipment used in construction and plumbing.
- Safe working practices and procedures.

Abilities:

- Operate, maintain, and make repairs to pumps, automatic control equipment, pressure regulators, and pressure recorders.
- Use a variety of tools and equipment related to pump and domestic water distribution system maintenance with skill and safety.
- Read and understand recording devices using in pumping operations and the Districts distribution system maintenance with skill and safety.
- Complete accurate records and reports.
- Communicate effectively with others verbally and in writing.
- Use professional customer service techniques.
- Work cooperatively with others.
- Analyze the causes of distribution system malfunctions and take corrective actions.

APPROVED
Job Description
Date: 7/19/09
HR Dept.
JOB DESCRIPTION

Domestic water Serviceworker II – Page 3

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.