JOB DESCRIPTION

Coachella Valley Water District                          Date: July 2006

TITLE: Domestic Water Serviceworker III                SECTION: Domestic Operations

DEPARTMENT: Operations                                  SRN: 28

REPORTING RELATIONSHIP:

Reports to: Chief Domestic Water Serviceworker
           Senior Domestic Water Serviceworker

Supervises the following position: May supervise Domestic Water Serviceworker I, II and Domestic Water Serviceworker Trainee

DEFINITION: This is an advanced journeyman Serviceworker position which has obtained the required Grade III certificate in Water Distribution. Under general supervision, operates and maintains deep wells, booster pumps and pumping facilities. Maintain and repair water lines and monitors and operates distribution systems. May act as Lead Serviceworker and helps in the training of a Serviceworker Trainee and Serviceworker I.

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 and making proper adjustments as needed.

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

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

4. Makes recommendation to correct water pressure and quality problems. Makes consumption checks, rereads meters, and turn 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 proper levels and damage. Insures operating switches and safety valves are properly set and secure.

7. Locates and repairs leaks on water mains and service leaks.

8. Keeps accurate records and creates reports on damages. Reads and understands plat books and recording devices used in pumping operation.

9. Follows district safety practices and procedures. May be called upon to hold a tailgate safety meeting to train and inform employees of the safety rules and guidelines.

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ESSENTIAL FUNCTIONS (Cont.):

10. Is responsible for maintenance of tools and equipment used in performing job duties.

11. Assist in training Serviceworker Trainees and Serviceworker I and II on job duties and responsibilities.


MINIMUM QUALIFICATIONS:

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

AND

Possession of a Grade D3 Water Distribution Operators Certificate issued by the State of California Department of Health Services.

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 five years experience working with a domestic water distribution system, including two years at the level of Domestic Water Serviceworker II.

Knowledge of:

- 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.
- Operating principles and maintenance requirements for pumps and automatic control equipment.
- Operational mathematics and applied hydraulics of both hydro-pneumatic and elevated storage water systems.
- Geography of the District and location of District facilities.
- 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.
- Work independently using sound judgement when making decisions.
- Analyze the causes of distribution system malfunctions and take corrective action.
- Understand and carry out oral and written directions.
- Work cooperatively with others.
- Effectively communicate with others.
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Abilities (Cont.):
- Use professional customer service techniques.
- Handle chlorination equipment and adjustments.
- Complete accurate records and reports.

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.