JOB DESCRIPTION

Coachella Valley Water District

TITLE: Domestic Water Serviceworker Trainee

DEPARTMENT: Operations

SECTION: Domestic Operations

SRN: 14

REPORTING RELATIONSHIP:

Reports to: Chief Domestic Water Serviceworker
Senior Domestic Water Serviceworker

Supervises the following positions: Not applicable

DEFINITION: Under direct supervision, learns to operate and maintain deep well, booster pumps and pumping facilities. Learns to maintain and repair waterlines and monitor and operate water systems.

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.
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MINIMUM QUALIFICATIONS:

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

AND

Within 24 months of appointment, must obtain Distribution Grade I certification issued by the 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 one year experience working with in the plumbing, customer service or construction trades.

Knowledge of:
- Local area and streets.
- Basic hand tools and equipment used in construction and plumbing.
- Safe working practices and procedures.
- Customer service techniques.

Abilities:
- Learn to use a variety of tools and equipment related to pump and domestic water distribution systems maintenance with skill and accuracy.
- Learn to read and understand recording devices used in pump operation and the District’s distribution systems maintenance with skill and safety.
- Complete accurate records and reports.
- Communicate effectively with others.
- Understand oral and written instructions.
- Work independently and make sound decisions.
- Provide consistent professional customer service.

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.