

# JOB DESCRIPTION

Coachella Valley Water District

Date: July 2015

**TITLE:** Domestic Water Serviceworker I

**SECTION:** Domestic Operations

**DEPARTMENT:** Operations

**SRN:** 22

## **REPORTING RELATIONSHIP:**

Reports to: 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. Reads and understands recording devices used in pumping operation.
3. Deals tactfully and courteously with the public. Resolves 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 water on and off for customers.
5. Inspects booster and well pumps for proper operation. Analyzes and corrects distribution system malfunctions.
6. Monitors reservoir levels, pressures, damage, well operations, and booster operations in the water distribution system with the SCADA. Ensures operating switches and safety valves are properly set and secure. Climbs District reservoirs to fulfill duties as needed.
7. Assists state personnel with the inspection of domestic water systems such as well pumps, booster pumps, and reservoirs.
8. Locates and repairs leaks on water mains and responds to emergency callouts. Locates water valves and water mains and services for maintenance crews. Does directional flushing of water mains as needed. Installs data loggers on appropriate sites.
9. Under supervision, removes water storage tanks from service for inspections, rehabilitation, and maintenance. Under direction pulls and reinstalls deep well meters at District wells, boosters, and by-pass meters.

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10. Reports and records damages to District facilities caused by people and/or external agencies. Makes police reports, and coordinates with the Claims Department as needed.
11. Generates and completes work orders for a variety of departments using applicable software applications. Enters data into applicable computer software applications.
12. Provides traffic control during emergencies for safety of public and District personnel.
13. Assists Backflow Workers, Meter Readers, Pressure Technicians, Meter and Valve Technicians, Water Quality Technicians, and the Chlorine and Electric Shops.
14. Installs and repairs backflows, when backflow crew is unavailable.
15. Prepares paperwork and work sites for ERC crews and/or leak repair crews.
16. Communicates effectively with others.
17. Keeps accurate records and reports.
18. Reads and understands plat book and recording devices used in pumping operation.
19. Applies applicable laws, penal codes, rules and regulations, district policies and procedures for water theft and illegal alterations to/on the water system.
20. Assists training lower level employees, and providing reports and feedback on employee progress to supervisory personnel.
21. Learns and follows District safety practices and procedures.

### **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**

Must possess a Grade D1 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 one year experience working with a domestic water distribution system at the level of Domestic Water Serviceworker Trainee.

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### Knowledge of:

- Local area and streets.
- Basic hand tools and equipment used in construction and plumbing.
- Safe working practices and procedures.
- Customer service techniques.
- Operations necessary for domestic water production and distribution, as well as related operations and maintenance practices.
- Basic office procedures, methods, and equipment including computers and applicable software applications.

### Abilities:

- Use a variety of tools and equipment related to pump and domestic water distribution systems maintenance with skill and accuracy.
- 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.
- Operate office equipment including computers and supporting software applications.

### **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.

Read and Acknowledged: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Employee Name (Printed)