

POLICY TITLE: Job Description – Maintenance Worker I

POLICY NUMBER: 1420

1420.10 General Job Description Under the direction of the Lead Maintenance Employee:

Performs tasks associated with the installation, maintenance and repair of the roads, water and sewer facilities, as well as other property owned by the Lake Shastina agencies.

Performs inspections of private construction of Lake Shastina facilities.

Flushes hydrants periodically.

Assures that vehicles, equipment and facilities are maintained in proper working order.

Applies weed control chemicals to ditch banks and around above ground facilities.

Coordinates work with other agencies including locating and delineating District facilities as requested by Underground Service Alert (USA), other agencies, utility companies, contractors, and property owners.

Meets customers and resolves complaints and problems.

Performs a wide variety of unskilled and semi-skilled manual and automated tasks including, but not limited to, the operation of mechanical and hydraulically operated construction equipment.

Removes, repairs, tests, and installs a variety of sizes and types of water meters and pressure regulators.

Reads and records water usage data from meters.

Performs both chemical and bacteriological sampling.

Tests and repairs back-flow prevention assemblies and inspects user premises for cross connections.

Performs other duties as assigned.

Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operation and maintenance tasks in support of the General Manager.

1420.20 Prerequisite Qualifications. He/she must possess the equivalent to graduation from high school, knowledge of capability and operation of construction tools and mechanical and hydraulically operated construction equipment. He/she must possess a valid California driver license and satisfactory driving record.

1420.25 Additional Desirable Qualifications. The knowledge of water distribution systems and possession of a Water Distribution System Certificate from AWWA, California State University, Sacramento, or other qualified training institution is desirable. He she must possess a valid Class A California driver license and satisfactory driving record.

1420.30 Salary Range: Salary Range Scale available at the accounting office.

1420.40 Essential Job Physical Demands: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying regularly up to 25 lbs., operating heavy equipment, manual digging, and driving vehicle.

1420.50 Marginal Job Physical Demands: Lifting, pushing, pulling and carrying (frequently up to 50 lbs., and infrequently up to 100 lbs.).

1420.60 Environmental Demands:

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100 DEF.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines and other construction equipment, dust from construction operations, fumes from chlorine, bacteria, chemicals used in the treatment process, fumes from road maintenance materials, and fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

1420.70 Mental Requirements:

Reading: Ability to read manuals, maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and description of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce acceptable level of workmanship.

Repetition: Periodic repetitive entry of meter readings and routine daily work practices.

Judgment: Frequently works unsupervised; good judgment required.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

POLICY TITLE: Job Description – Maintenance Worker II
POLICY NUMBER: 1415

1415.10 General Job Description Under the direction of the Maintenance Leadman.

Performs tasks associated with the installation, maintenance and repair of the roads, water and sewer facilities, as well as other property owned by the Lake Shastina agencies.

Assist in the field supervision and training of new personnel.

Operate a variety of light and moderately heavy power driven equipment and perform the more difficult tasks which require greater personal skills to assist with sewer, water and road projects.

Assures that vehicles, equipment and facilities are maintained in proper working order.

Coordinates work with other agencies including locating and delineating District facilities as requested by Underground Service Alert (USA), other agencies, utility companies, contractors, and property owners.

Meets customers and resolves complaints and problems.

Performs one or more of a variety of skilled labor and semi-skilled trade jobs in maintenance of streets, water and sewer lines and services. but not limited to, the operation of mechanical and hydraulically operated light construction equipment.

Reads and records water usage data from meters.

Ability to work on a periodic “On call” basis to respond to emergency call outs.

Performs other duties as assigned.

Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operation and maintenance tasks in support of the General Manager.

1415.20 Prerequisite Qualifications. He/she must possess the equivalent to graduation from high school, one to two years experience in public works type construction and maintenance work, including experience in the operation of light and moderately heavy power driven equipment; knowledge of capability and operation of construction tools and mechanical and hydraulically operated construction equipment. He/she must possess a valid California driver license and satisfactory driving record.

1415.25 Additional Desirable Qualifications. The knowledge of water distribution systems and possession of a Water Distribution System Certificate from AWWA, California State University, Sacramento, or other qualified training institution is desirable.

1415.30 Salary Range: Salary range scale available at the accounting office.

1415.40 Essential Job Physical Demands: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying regularly up to 25 lbs., operating heavy equipment, manual digging, and driving vehicle.

1415.50 Marginal Job Physical Demands: Lifting, pushing, pulling and carrying (frequently up to 50 lbs., and infrequently up to 100 lbs.).

1415.60 Environmental Demands:

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100 DEF.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines and other construction equipment, dust from construction operations, fumes from chlorine, bacteria, chemicals used in the treatment process, fumes from road maintenance materials, and fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

1415.70 Mental Requirements:

Reading: Ability to read manuals, maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and description of work done.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce acceptable level of workmanship.

Repetition: Periodic repetitive entry of meter readings and routine daily work practices.

Judgment: Frequently works unsupervised; good judgment required.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.

POLICY TITLE: Job Description – Maintenance Worker III
POLICY NUMBER: 1410

1410.10 General Job Description Under the direction of the Maintenance Leadman or Acting Leadman:

Performs tasks associated with the installation, maintenance and repair of the roads, water and sewer facilities, as well as other property owned by the Lake Shastina agencies.

Read and interpret plans, drawings and specifications.

Assist in the field supervision and training of new personnel.

Perform heavy semi-skilled and skilled maintenance work.

Perform inspections of private construction of Lake Shastina facilities.

Operate heavy equipment to include, grader, tractor, trucks, rollers, loaders, backhoe and other equipment.

Advise supervisor of equipment operating condition and reporting need for major mechanical adjustment and repair.

Estimates quantities of materials needed for a variety of projects related to sewer, water and roads.

Coordinates work with other agencies including locating and delineating District facilities as requested by Underground Service Alert (USA), other agencies, utility companies, contractors, and property owners.

Meets customers and resolves complaints and problems.

Perform both chemical and bacteriological sampling.

Test and repair back-flow prevention assemblies and inspects user premises for cross connections.

Ability to work on a periodic "On call" basis to respond to emergency call outs.

Performs other duties as assigned.

Effectively works as a member of a problem-solving team to resolve, within set time schedules, a variety of operation and maintenance tasks in support of the General Manager.

1410.20 Prerequisite Qualifications. He/she must possess the equivalent to graduation from high school and at least three years experience in public works type construction and maintenance work, knowledge of capability and operation of construction tools and mechanical and hydraulically operated construction equipment. He/she must possess a valid California driver license and satisfactory driving record.

1410.25 Additional Desirable Qualifications. The knowledge of water distribution systems and preferably possession of a Water Distribution System Certificate from AWWA, California State University, Sacramento, or other qualified training institution is desirable. He she must possess a valid Class A California driver license and satisfactory driving record.

1410.30 Salary Range: Salary Range Schedule available at the Accounting Office.

1410.40 Essential Job Physical Demands: Close and distance vision; color perception; hearing; clear speech; use of hands to finger, handle, or feel objects, tools or controls; walking over uneven ground; climbing; kneeling; stooping; bending; sitting; squatting; upper and lower body flexibility; standing; lifting, pushing, pulling and carrying regularly up to 25 lbs., operating heavy equipment, manual digging, and driving vehicle.

1410.50 Marginal Job Physical Demands: Lifting, pushing, pulling and carrying (frequently up to 50 lbs., and infrequently up to 100 lbs.).

1410.60 Environmental Demands:

Outside: Works outside frequently in a variety of weather conditions ranging from snow to +100 DEF.

Inside: Occasionally works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to fumes from internal combustion engines and other construction equipment, dust from construction operations, fumes from chlorine, bacteria, chemicals used in the treatment process, fumes from road maintenance materials, and fumes from weed control chemicals.

Noise/Vibration: Moderate exposure to noise and vibration from construction tools and equipment.

1410.70 Mental Requirements:

Reading: Ability to read technical manuals, city maps, written memos and directives, plans, specifications and details, work orders, material data sheets, safety manuals, and other documents appurtenant to the construction, repair and replacement of water distribution facilities.

Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and description of work done.

Math: Ability to perform basic math calculations. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: Medium level concentration and attention to detail to produce acceptable level of workmanship.

Repetition: Periodic repetitive entry of meter readings and routine daily work practices.

Judgment: Ability to work independently, prioritize work and assist with making decisions regarding correct application and implementation of work procedures. Ability to define problems, collect data, establish facts and draw valid conclusions and report to Leadman/ Ability to work with others and use good judgment, when required.

Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

Communication Skills: Ability to quickly organize and communicate thoughts orally or written. Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.