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PUBLIC AGENCY

QUAIL VALLEY WATER DISTRICT

BOARD OF DIRECTORS

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Maintenance Worker I / II

QUAIL VALLEY WATER DISTRICT
Revision Date: Mar 28, 2015

DESCRIPTION:

To perform semi-skilled work in the construction, installation, maintenance, and repair of a water service distribution system; and to perform a variety of customer service duties in the field.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker 1 This is the entry level class in the Maintenance Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Maintenance Worker 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Worker 2 This is the journey level class in the Maintenance Worker series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker 1

Receives immediate supervision from the Maintenance Manager; receives technical and functional supervision from an assigned Maintenance Worker II.

Maintenance Worker 2

Receives general supervision from the Maintenance Manager; receives technical and functional supervision from an assigned Maintenance Manager.

EXAMPLES OF DUTIES:

Install, maintain, and repair components of a water service distribution system, including valves, mains, fire hydrants, and a variety of meters, gauges, and flow monitoring devices.

Checks pump operations, making adjustments as necessary. Repairs and maintains automatic pump control systems, including liquid level controls, automatic valves, check valves, globe valves, and gate valves.

Install and replace water mains and lay ductile iron, steel, or plastic pipe; drill and tap water mains; dig and backfill trenches through use of mechanized equipment or manually, as needed.

Locate and fix water main leaks, including repair of pipes; flush mains to clear lines and provide water clarity and provide

sufficient water pressure.

Set up and work traffic control related to water service assignments.

Perform masonry tasks such as building forms, mixing, pouring and finishing concrete structures; patch asphalt pavement as needed for temporary use.

Perform a variety of welding tasks, including flaring and fitting copper pipe to ensure water tight assemblies; may fabricate parts as necessary.

Inspect water tanks and wells and surrounding areas for vandalism and water supply security problems; repair security breaches as necessary or report to supervisor, as appropriate.

Inspect and maintain the District's water supply source, dam and canal conveyance; replace meters, repair and maintain meters at inlet housing.

Operate, maintain, repair and paint air operated vacuum valves.

Perform building and grounds maintenance, as assigned.

Clean work vehicles; stock vehicles with parts and materials according to service order needs.

Respond as needed to customer concerns in the field or refer to other District staff as appropriate.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

TYPICAL QUALIFICATIONS:
MINIMUM QUALIFICATIONS

Maintenance Worker 1

Knowledge of:

Basic construction methods, materials, and equipment.

Basic building and grounds maintenance techniques and methods.

Procedures, methods, tools, and equipment used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and related equipment.

Proper safety practices and regulations.

Ability to:

Construct, install, maintain, and repair components of a water service distribution system.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Use various hand and power tools and equipment, including digging bar, air compressor, jack hammer and drills.

Learn to operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water trucks.

Learn to use pipe fitting and welding equipment.

Learn to read and understand distribution system maps and related drawings.

Learn to complete required reports related to work activities.

Perform building and grounds maintenance work.

Perform heavy manual labor and work in traffic situations.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of water utility field experience is desirable.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Maintenance Worker 2

In addition to the qualifications for the Maintenance Worker 1:

Knowledge of:

Methods, materials, and equipment used in water distribution construction, installation, maintenance, repair, and operation.

Pipe fitting, welding, and fabrication techniques.

Building and grounds maintenance techniques and methods.

Procedures, methods, tools, and equipment used in the operation of motors, pumps, compressors, electrical panels, automatic controls, valves, timers, and related equipment

Mathematical principles related to the computation of flows and volumes in water storage and distribution system.

Proper safety practices and regulations.

Ability to:

Independently install, maintain, and repair components of a water service distribution system.

Operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water tankers; operate forklift, small crane, and related field construction equipment.

Use pipe fitting and welding equipment to ensure water-tight assemblies.

Inspect and diagnose operating problems on pumps, electric motors, engines, valves, automatic control systems, and related equipment.

Disassemble pump systems, perform repairs and reassemble repaired systems; as needed.

Order supplies and parts, maintaining adequate inventory.

Read and interpret pump and reservoir charts and gauges.

Collect water samples.

Perform mathematical calculations, including the calculation of chlorine dosages, reservoir volumes, and production.
Read and understand distribution system maps and related drawings.

Perform building and grounds maintenance work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience performing duties similar to a Maintenance Worker 1 with the Quail Valley Water District.

Training:

Equivalent to the completion of the twelfth grade.

License and Certificate

Possession of a valid California Class A Driver's License.

Possession of a valid California Grade 1 Distribution License is desirable.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

1. Communicate clearly and concisely, both orally and in writing.
2. Hears normal conversation sufficient to accomplish duties.
3. Must be able to see sufficiently to accomplish the duties of the position and to operate a District vehicle; travels regularly by vehicle to accomplish the duties of the position.
4. Walk sufficiently to accomplish the duties of the position.
5. Lift and carry 50 to 100 pounds.
6. Push and pull 50 to 100 pounds.
7. Stand for prolonged periods of time to include frequent twisting, kneeling, stretching, bending, stooping, crouching, crawling, climbing, and squatting.
8. Exposure to hazardous machinery..
9. Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.