

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 01, 2022

POSITION TITLE: **UTILITY MAINTENANCE OPERATOR I / II / Sr - MAINTENANCE**

GRADE LEVEL: E9 / E15 / E19

SUPERVISOR TITLE: Field Distribution Operator Foreman – Operations

FLSA Status: [] Exempt [X] Non-Exempt

BARGAINING UNIT: [X] RCWDEA [] RCWD MPCEA

DEFINITION

Under immediate and progressing to general supervision, perform a variety of water utility related maintenance duties including preventative maintenance and repair of air vacuums and fire hydrants.

CLASS CHARACTERISTICS

Utility Maintenance Operator I

This is an entry-level position in the Utility Maintenance class series. Positions assigned to this level perform a limited range of maintenance duties under immediate supervision. Because employees in classifications at this level are in a training capacity, limited previous work experience in a related field is required. The Rancho California Water District Employees Association (RCWDEA) bargaining unit represents this job classification.













Utility Maintenance Operator II

This is a journey level in the Utility Maintenance class series. Positions assigned to this level may provide limited direction to lower level staff and independently perform specialized tasks and a full range of maintenance duties under general supervision. Positions assigned to this level are required to know all necessary duties related to air vacuum and fire hydrant maintenance and repair. Employees in classifications at this level are expected to be fully trained and competent and typically requires previous work experience in a related field. The Rancho California Water District Employees Association (RCWDEA) bargaining unit represents this job classification.

Utility Maintenance Operator, Senior

This is an advanced journey level in the Utility Maintenance class series. Positions assigned to this level may provide direction to lower level staff and independently perform specialized tasks and full range of maintenance duties under general supervision. Positions assigned to this level are required to know all necessary duties including, but not limited to, daily reports, purchase order requests, material request lists, pictures, time logs, and work order processing. Because employees in classifications at this level are expected to be fully trained and competent, such positions typically requires significant previous work experience in a related field. The Rancho California Water District Employees Association (RCWDEA) bargaining unit represents this job classification.



EXAMPLE OF DUTIES (Duties may include, but are not limited to, the following):

-  Maintains and repairs hydrants, air-vacuums, and related appurtenances on three distinct water distribution systems, to include untreated, potable, and recycled systems.
-  Performs silver soldering.
-  Conducts traffic control as needed.
-  Maintains vehicles with proper fuel and oils and maintain all equipment, tools, pumps and lights.
-  Works in and around confined spaces, to include trench excavations.
-  Operates and works with all types of water valves.
-  Assists in resolution of distribution problems.
-  Assists in training staff with less certification and experience.
-  Adheres to and assist in planning and organizing safety procedures at work sites to include OSHA requirements, traffic control, confined spaces, trench shoring.
-  Creates and completes service requests and work orders via an automated system.
-  Provides detailed reports as required.
-  Other duties as assigned.

QUALIFICATIONS

Utility Maintenance Operator I

Knowledge of:

-  Basic mechanical techniques.
-  Proper work safety standards.

Ability to:

- ✎ Operate a variety of hand and power tools.
- ✎ Read, understand, and comply with District safety policies and procedures.
- ✎ Follow written and oral instructions and work effectively with crew members.

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

Experience: Prior water utility experience required. One (1) or more years of maintenance experience preferably with a public utility is preferred

Training: Any combination of formal or informal training and education that provides the ability to read or write at a level required to perform the assigned duties

Licenses and Certificates:

- ✎ Grade D1 Water Distribution certificate - SWRCB, required
- ✎ Valid California driver's license, required
- ✎ Ability to obtain and maintain First Aid and Traffic Control certifications within one (1) year of employment.






In addition to the qualifications for ***Utility Maintenance Operator I:***

Utility Maintenance Operator II

Knowledge of:

- ✎ District sites and facilities.
- ✎ Methods, materials and equipment used in the maintenance and repair of appurtenances.
- ✎ Basic water distribution systems.
- ✎ Basic utility maintenance techniques and principles.
- ✎ Applicable laws and regulations pertaining to traffic control.
- ✎ District policies and procedures related to customer service and customer relations.
- ✎ Districts CMMS, and other computer software required for the position.

Ability to:

-  Silver Solder.
-  Operate a variety of hand and power tools.
-  Diagnose problems (i.e.; leaks and/or equipment failure) and provide effective solutions.
-  Complete assigned activities in collaboration with other departments.
-  Proficient in the use of a desk top or laptop computer.





SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a combination of experience and training. A typical example is:

Experience: Two (2) or more years of increasingly responsible public utility maintenance experience, or two years of experience as a Utility Maintenance Operator I with required licenses/certificates.

Training: Any combination of formal or informal training and education that provides the ability to read or write at a level required by the assigned duties. To be supplemented by specialized training in pipeline repairs and maintenance.






Licenses and Certificates:

-  Grade D2 Water Distribution certificate – SWRCB, required
-  First Aid required
-  Traffic Control certificate, required
-  Valid California Driver’s License, required

*In addition to the qualifications for **Utility Maintenance Operator II:***

Utility Maintenance Operator, Senior

Knowledge of:

-  District sites and facilities.
-  Welding and fabrication.
-  Advanced utility maintenance techniques and principles.
-  District policies and procedures related to customer service and customer relations.
-  Applicable laws, codes and regulations.

- ✎ Districts CMMS and other computer software required of position.

Ability to:

- ✎ Silver Solder.
- ✎ Operate a variety of hand and power tools.
- ✎ Diagnose problems (i.e.; leaks and/or equipment failure) and provide effective solutions.
- ✎ Lead and participate in a full range of maintenance services.
- ✎ Proficient in the use of a desk top or laptop computer.

SELECTION GUIDELINES

The appropriate knowledge, skills, and abilities can be achieved through a combination of experience and training. A typical example is:

Experience: Three (3) or more years of increasingly responsible public utility experience, or two (2) years of experience as a Utility Maintenance Operator II

Training: Any combination of formal or informal training and education that provides the ability to read or write at a level required by the assigned duties

Licenses and Certificates:

- ✎ Grade D2 Water Distribution Certificate – SWRCB, required
- ✎ Grade T1 Water Treatment Certificate – SWRCB, desired
- ✎ Traffic Control Certificate, required
- ✎ Trench Shoring / Confined Space Certified, required
- ✎ First Aid Certificate, required

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

The essential functions of this position may require the employee to perform the following physical activities:

- ✎ Operates a District vehicle for travel between job sites and remote facilities.
- ✎ Must be able to carry, push, pull, reach and lift equipment/parts up to 50 lbs. and heavier weights with assistance.
- ✎ Stoop, kneel, crouch, crawl and climb during regular duties.

- ✎ Communicates verbally with District management, co-workers, and the public in face-to-face, one-on-one, and group meetings.
- ✎ Use office equipment such as computers, copier, and fax machines
- ✎ Regularly uses a telephone, cell phone, or radio for communication
- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear in person, by telephone, and via radio communication.
- ✎ Vision within normal ranges with or without correction
- ✎ Medical clearance to wear respiratory protective equipment
- ✎ Regular attendance

The essential functions of this position may expose the employee to the following working conditions:

- ✎ 50%-100% of work time will be spent outside a building with exposure to the sun, inclement weather, and hot/cold temperatures
- ✎ Hazardous materials
- ✎ Electrical hazards
- ✎ Heights, confined spaces, trenching and excavations
- ✎ Potentially dangerous tools and equipment
- ✎ Traffic hazards and wildlife

OTHER REQUIREMENTS

- ✎ May be required to work nights, weekends, holidays, and overtime, as necessary.
- ✎ May also be required to serve on standby duty as assigned by management.

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date