

**RANCHO CALIFORNIA WATER DISTRICT
POSITION DESCRIPTION**

DATE: July 01, 2022

POSITION TITLE: **UTILITY MAINTENANCE OPERATOR-IN-TRAINING (OIT)**

GRADE LEVEL: E7

SUPERVISOR TITLE: Field Distribution Operator Foreman – Operations

FLSA Status: Exempt Non-Exempt

BARGAINING UNIT: RCWDEA RCWD MPCEA




DEFINITION

Under direct supervision of a certified operator, performs a variety of basic water utility related maintenance activities including preventative maintenance and repair of air vacuums and fire hydrants.

CLASS CHARACTERISTICS



This is an entry-level position in the field services class series. Positions assigned to this level perform limited maintenance duties under direct supervision. Employees in classifications at this level are in a training capacity and does not require any previous work experience in the related field. This job classification is represented by the Rancho California Water District Employees Association (RCWDEA) bargaining unit

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




-  Maintain and repair hydrants, air-vacuums, and related appurtenances on three separate water distribution systems to include untreated, potable, and recycled systems.
-  Maintain vehicles with proper fuels and oils and maintain all equipment, tools, pumps and lights.
-  Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

-  Basic mechanical techniques
-  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 combination of experience and training. A typical example is:

Experience: No experience in the related field is required







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

Licenses and Certificates:

-  Valid California driver's license, required
-  Ability to obtain and maintain First Aid and Traffic Control certifications within one (1) year of date of hire

PHYSICAL REQUIREMENTS/WORKING CONDITIONS

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

-  Operates a District vehicle to 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 performance of 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, smartphone, or radio for communication

- ✎ Stand and walk for extended periods
- ✎ Ability to speak and hear in person, by telephone, and via radio
- ✎ 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