



# JOB DESCRIPTION

Starting Salary Range: \$25-\$30/hr , DOE

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**TITLE:** **Water Utility Worker I**

**FLSA STATUS:** Non-Exempt

## **JOB SUMMARY:**

The Water Utility Worker I is responsible for safely and efficiently performing a wide range of maintenance and operations duties and to learn basic water industry practices and the principles of water distribution, water treatment, operation, repair, and maintenance. This position performs supervised repairs including maintenance, installation, and adjustment of all water distribution and water treatment components. This is the entry-level classification in the Water Utility Worker series.

This position reports to the Operations Manager. This position does not supervise other positions.

## **Essential Functions and Responsibilities** include but are not limited to:

- Assists in the installation and repairs of water mains, valves, hydrants, service connections, meters, new mains and service taps, and other related infrastructure; performs ground excavation work
- Responds to complaints or questions from the public regarding above named systems, including water leaks, pressure loss, dirty water, and lack of water
- Utilizes hand and power tools applicable to the work
- May operate a variety of heavy and small equipment such as dump trucks, backhoes, trailer, portable equipment, lawn mowers, hand tools, and power tools
- Performs traffic control duties once certificated and sets up traffic control devices under supervision
- Completes required work orders, daily time sheets, inventory and equipment reports, and other relevant reports
- Maintains vehicles by performing inspections, cleaning, and minor maintenance
- Develops and maintains knowledge of the District's water distribution system, and the ability to accurately locate components to prevent dig-ups
- Maintains grounds at office, reservoirs, and pump stations, including landscaping and other cleaning duties; assists with upkeep of District facilities
- May be responsible for a District program, e.g., flushing, hydrant maintenance, cross connection inspection, or other program as assigned
- Participates in District's on-call rotation; complies with distance policies as determined by Management
- Performs other duties as required or assigned

## **Required Qualifications:**

### Knowledge of:

- Principles, methods, and tools employed in a public water utility, or the ability to learn
- Basic concepts of equipment maintenance and repair
- Operation and use of hand and power tools and construction equipment
- Common maintenance and construction safety practices and procedures
- District policies, regulations, procedures, and safety regulations

### Skill in:

- Operating specialized equipment and hand tools
- Maintaining accurate records of activities in assigned area
- Establishing and maintaining effective interpersonal relationships with all organizational levels, District customers, and the public
- Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the public, etc. sufficient to exchange or convey information and to receive work direction
- Use of Microsoft Office Suite, and other software
- Managing competing workload priorities and meeting established deadlines
- Communicating clearly and concisely, both orally and in writing

## **Education and Experience:**

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

### Experience:

One to two years of experience focused on maintenance, general construction, or utility-related work

### Education:

High School Diploma or equivalent

## **Licensing Requirement**

Must possess a valid Washington State Driver's License, must possess a Washington Distribution Manager I certification, ICS 100, 200 certifications, First Aid/CPR certifications, and Flagger/Traffic Control certification or the ability to obtain within one year of hire, Class A CDL preferred

## **Physical Demands:**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions, absent undue hardship.*

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing and repetitive motions.

This position requires very heavy work: exerting in excess of 80 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

**Working Conditions:**

Work is typically performed in an outdoor environment in all types of weather with exposure to extreme weather conditions for extended periods of time where the employee may risk physical hazards from traffic, heavy equipment, loud noises, chemical, electrical, and mechanical systems, confined spaces, and other dangers. May be exposed to upset or agitated customers. The noise level may be loud. Hearing protection will be available to the employee. Subject to 24-hour on-call as assigned. On-call employees must reside or remain within 30 minutes travel time to the District's office, shop, or facilities.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District. The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the District's workload.*