

**COMMUNITY SERVICES DEPARTMENT
OPERATIONS DIVISION
WATER SECTION
SENIOR MAINTENANCE WORKER**

GENERAL DUTIES: Under direct supervision of the Operations Services Supervisor, performs and supervises a variety of work in the construction and maintenance of the water system. Acts for the supervisor in his/her absence or at his/her direction.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the City as per department policy.

Attendance - Follows department/city policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and which avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Act for supervisor in his/her absence or at his/her direction.
2. Plan, supervise, and may work with crews in the performance of assigned duties.
3. Investigate and resolve service requests and customer complaints.
4. Operate and provide necessary daily maintenance on equipment, vehicles, hand and power tools as assigned.
5. Conduct employee performance appraisals. Assist the supervisor with performance

- management such as conducting employee counseling and/or disciplinary actions when necessary.
6. Participate in related training programs and train employees.
 7. Assist with preparation and administration of Division budget.
 8. Assist in contract supervision and inspection.
 9. Review plans and specifications as needed.
 10. Prepare reports and analyses; keep records; maintain files.
 11. Perform oral and written communications necessary for proper operation of the Division.
 12. Attend meetings, represent the Division, Community Services Department, and City at various functions as assigned.
 13. Initiate requisitions for materials and equipment.
 14. Perform and supervise work in asphalt, concrete, masonry, carpentry, painting, minor plumbing and electrical, and other building materials.
 15. May assist in building maintenance as assigned.
 16. Perform related duties as required.
 17. Take water quality samples per State of California requirements.
 18. Read water meters.
 19. Inspect underground and above ground water related devices and/or assemblies.
 20. Perform backflow tests on City-owned backflow assemblies.
 21. Perform cross-connection surveys on City and private premises.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Must exhibit a high degree of interpersonal skill.
2. Sufficient skill to operate a personal computer.
3. Sufficient skill to operate a variety of equipment associated with the repair and/or

- replacement of water distribution systems.
4. Correct English usage, grammar, spelling and punctuation for writing reports and letters.
 5. Basic arithmetic.
 6. Rules, regulations, laws, and practices required by CAL OSHA and CAL EPA in the safe performance of work.
 7. State of California and U.S. Department of Transportation traffic control, and street and highway construction and maintenance.
 8. Principles of leadership, supervision and training.
 9. Standard methods, materials, tools and equipment used in the operation and maintenance of a potable water system.
 10. California or federal EPA Safe Drinking Water Act and related laws.

ABILITIES: Ability to:

1. Plan, organize, prioritize, direct, and review the work of employees.
2. Use tools and equipment associated with maintenance and construction.
3. Communicate effectively orally and in writing.
4. Read and interpret technical materials such as equipment and material specifications, maintenance and repair manuals, schematic and blueprint plans and maps.
5. Perform physical labor including lifting and carrying heavy objects.
6. Work out of doors for extended periods often under possible unfavorable weather conditions.

MACHINES/TOOLS/EQUIPMENT UTILIZED:

When working in the office and in the field, the following items are used:

1. Computer, keyboard and monitor
2. Laser-jet or ink jet printer
3. Telephone
4. Copier
5. Calculator
6. Facsimile machine
7. Typewriter
8. Digital or Polaroid camera

9. Paper cutter
10. Specialized computer software, including the telemetry system
11. Handcart or dolly
12. Pager
13. Two-way radio
14. Safety goggles, gloves, hard-hat, shoes, earplugs, respirator, first-aid kit and safety vest
15. Meter reader and meter boxes
16. Chlorine barrels
17. Meter-reading interrogator
18. Leak detectors
19. Chlorine machine
20. PH meter
21. Colorimeter
22. Confined space apparatus, tripod, oxygen sensor, full-body harness, and recovery wrench
23. Aerosol containers, muratic acid, hydrochloric acid, ascorbic acid, paint, thinners, etc.
24. Broom and mop
25. Various hand tools such as rakes, shovels, dig bars, drills, crowbars, screwdrivers, pipe wrenches, hammers, electric drills, impact wrenches, etc.
26. Ladders and reservoir ladders equipped with a safety harness
27. Confined space apparatus, tri-pod, oxygen sensor, body harness, hand crank
28. Jumping jack, soil compactor, cement mixer, etc.
29. Water pump, welder, cutting torch, auger, pipe threader, pipe cutter, and drill press
30. Concrete saw, chain saw, chop-saw, trench snapper, circular saw, band saw
31. Air compressor, jackhammer, clay spade, impact wrenches, pneumatic nail gun, etc.
32. Traffic control barricades, cones, and signs
33. Automobiles, vans, trucks and large vehicles such as sewer trucks, water trucks, etc.
34. Heavy equipment, cat loader, dump truck, roller, backhoe, bobcat, forklift, vactor truck, hydraulic truck with tools and generators, sign board, light bars, etc.

PHYSICAL DEMANDS:

Under typical office and field conditions, employee will perform the following physical activities, which include using many hand tools and operating heavy equipment on a daily basis:

1. Sitting, when using vehicles and heavy equipment for transportation and work.
2. Standing, during meter reading, traffic control, painting, laying of asphalt, hydrant flushing, or when notifying residents of pending water shut-offs.
3. Walking, during meter reading, water shut-offs, traffic-control, painting, laying of asphalt or marking of U.S.A. locates.
4. Stooping, during meter reading, repairing and installing meters, service taps, while picking up painting stencils, setting up traffic control cones, etc.
5. Kneeling, when painting, repairing water lines, picking up stencils, etc.
6. Bending, when painting, repairing water lines, raking asphalt, shoveling, picking up stencils, marking U.S.A. locates, etc.
7. Climbing, when working in and on heavy equipment, or climbing reservoir ladders, or when painting.

8. Twisting, when watching for traffic, moving barricades/cones, shoveling and turning hydrant valves, etc.
9. Pushing/Pulling, when loading and unloading vehicles, raking asphalt, etc.
10. Lifting, meter boxes, barricades, cones, and when unloading tools or equipment, etc.
11. Carrying, interrogator, hand tools, rakes, shovels, cones, stencils, radios, etc.
12. Dragging, while moving meter lids, hoses, concrete sacks, sand bags, etc.
13. Driving, when performing maintenance and water repairs, purchasing or delivering supplies, or when attending meetings and training.
14. Speed, in meeting deadlines and using office equipment.

Under typical office and field conditions, employee performs similar physical activities but to a lesser degree, when handling files, books, binders, and boxes of work materials.

SENSORY DEMANDS:

Maintenance workers spend a majority of their time working outdoors. For safety reasons, employees are required to utilize all these senses throughout their workday, especially when working with light and heavy equipment/tools. Under typical office conditions, employees utilize these same senses while using a computer, printer, typewriter, telephone, fax machine, copier, calculator, or adding machine.

1. Seeing, color vision is necessary when identifying color-coded signage and when painting and marking U.S.A. locates. In addition, hand signals are used when verbal communication is compromised around loud machinery or in traffic conditions.
2. Hearing, employee must be able to listen for traffic, heavy equipment, and communication from others. Also, necessary when performing hydrant flushing, leak detection or when monitoring faulty equipment.
3. Speaking, employee must be able to communicate with co-workers and customers and the public.
4. Touching/Feeling, employees must be able to differentiate sharp or hot objects, in order to prevent injury or an unsafe condition when working with chlorine and cutting pipe.
5. Smelling, employees must be able to differentiate chemicals and gases.

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, approximately 25% of the time.
2. Flooring: Linoleum, tile, concrete, wood and carpet.
3. Noise Level: Conducive to office settings with phones, copiers, air conditioning, radios, and typewriters.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by wall heater and air conditioning unit.
6. Dust or Fumes: Normal to high indoor levels associated with dust and odors from computer equipment, paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical field conditions, approximately 50% of the time.
2. Travel: Under varying conditions via automobile, from 25-50% of the time.
3. Flooring: Asphalt, dirt, mud, concrete, wood, uneven surfaces, etc.
4. Noise Level: Varying low to high, equipment noise due to trucks, electric motors and street traffic.
5. Lighting: Conducive to day or night setting, but may also work in poorly lit areas such as below the ground in confined spaces such as utility vaults or open trenches.
6. Ventilation: Heating and air conditioning provided by a vehicle/truck. Normal to high, for exposure to extreme hot, cold or rainy conditions depending on the time of the year.
7. Dust or Fumes: Normal to high levels, associated with chlorine, paint, propane, gasoline, sewer gases, concrete dust, asphalt dust, vehicle exhaust, dust, pollen, etc.

HAZARDS:

When working in the field, mechanical, electrical or gas exposure is low to high, depending on the specific work being performed. Exposure is higher than normal around heavy equipment, and employees must always be aware of their surroundings to avoid injury to others or to avoid damage to unexposed electrical, gas or water lines. In addition, there is some exposure to mechanical hazards when utilizing a vehicle.

Mechanical or electrical exposure is minimal when properly using standard office equipment such as a telephone, computer, typewriter, printer, copier, adding machine, fax machine, or radio.

ATMOSPHERIC CONDITIONS:

Medium to high exposure occurs due to fumes from chlorine, acids, paints, vehicle exhaust, propane, acetylene, sewer gases or dust when working out in the field.

Some exposure to exhaust fumes occurs in the Water office due to the close proximity of the parking lot area. Typical office exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIRED TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. Graduation from high school OR a G.E.D. and four (4) years experience in construction and maintenance of water systems. Graduation from an accredited institution with an Associates

Degree in a related field is desired.

2. Possess, or obtain within twelve months from appointment, upgrade, or transfer to this position, a Grade III Water Distribution Operator Certificate issued by the State of California. Must possess a Grade II Water Distribution Operator Certificate issued by the State of California at time of application.
3. May be required to obtain a Backflow Prevention Assembly General Tester Certificate within twelve (12) months of date of hire or promotion.
4. May be required to obtain a Cross Connection Control Program Specialist Certificate within twelve (12) months of date of hire or promotion.
5. Possess and maintain a valid California Driver License and a safe driving record. Obtain and maintain a valid Class A California Driver License with pertinent endorsements within the probationary period. Must participate in the Department of Transportation Drug and Alcohol Testing program, which includes submission to random drug and alcohol testing.
6. Must pass a post-offer medical examination, which includes a drug test.
7. The Senior Maintenance position is subject to work on weekends, holidays, variable shifts, and emergency call back. Subject to scheduled 7 day paid standby duty on a rotating basis.
8. When subject to assignment on paid standby duty, must reside within sixty (60) minutes normal driving time of the City Corporation Yard. Normal driving time is the most direct route, at the speed limit.
9. Pass a Department of Justice criminal record check for employment.
10. Prefer non-tobacco user.