



**CITY OF PETALUMA
CLASS SPECIFICATION**

Date: 06/30/06
Job Class: 02USW1/02USW2

Utility Service Worker I/II

Summary

Perform duties in the installation, maintenance, and repair of water, stormwater and sewer collection systems and related facilities; clean and repair sanitary sewers and appurtenances, and utilize and operate a wide range of tools, equipment and vehicles.

Class Characteristics

General supervision is provided by the Utility Supervisor; responsibilities may include the indirect supervision of support staff.

Utility Service Worker I

The entry-level class of this series, that initially under close supervision, incumbents learn and perform basic duties in the installation, maintenance, and repair of various mains, service lines, hydrants, meters, and valves. When assigned to the sewer or stormwater crew, incumbents assist in locating, inspecting, cleaning, installing, and repairing sewer and stormwater lines and fixtures.

Utility Service Worker II

The journey level class of the series, incumbents at this level are expected to perform the full range of duties assigned to this classification. The majority of the work is performed as a member of a crew, although specific individual assignments of a more limited nature may be performed. This class is distinguished from Utility Service Worker III in that the latter performs a broader range of skilled work, including the regular operation of heavy equipment, and may act in the lead capacity over a small crew.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Perform a variety of duties in the installation, maintenance, repair, and replacement of water, sewer and stormwater systems, including mains, services, valves, meter, hydrants, pressure regulators, and related equipment and devices.

Measure, cut, join, and tap steel, cast iron, asbestos, concrete, copper, and plastic water pipe.

Install meter boxes, vaults and residential, industrial and commercial hydrant meters.

Replace or repair meters as part of a planned maintenance program; repair large commercial meters.

Locate and repair leaks and line breaks; turn water off and on as required for repair work; notify customers as necessary; disinfect and flush system after installation or repair.

Assist in installing or repairing water, recycled, sewer, and stormwater collection and transmission facilities and equipment.

Locate and repair leaks in the City sanitary sewer and stormwater systems; operate the camera-van to locate broken and cracked sewer lines, and make necessary repairs; operate power routing and vacuum machines to clear line blockages.

Replace and repair concrete and asphalt after repairs are completed.

Assist in such activities as pump repair, facility remodeling, and painting, including spray painting.

Assist in installing shoring and setting up traffic control measures to maintain a safe work site; follow safety rules and regulations.

Perform duties such as: install, tap, re-line, disinfect, test, and connect water mains and appurtenances; perform standby emergency response duties for after hour's emergencies.

Perform related duties as assigned.

Skills/Abilities:

Utility Worker I

Perform routine maintenance on utility systems.

Use hand and power tools, including equipment related to the trade, such as compressors, concrete saws, and pavement breakers.

Drive trucks of various sizes as required.

Learn the basic concepts of water distribution mathematics such as; water measurements, formulas (area and volume), units and conversion factors, and water pressure.

Learn the basic concepts for distribution system maintenance such as; purpose, configuration, and operation, pipe materials, water storage facilities, meters, hydrants, leak detection and repair, corrosion, flushing and cleaning, water meter testing, maintenance and repair, and maintenance of pumps and electric motors.

Learn basic concepts for distribution system operation such as water quality, sources of supply, safety and sanitation practices including disinfectants.

Learn to operate heavy equipment such as backhoes, tractors, rollers, loaders and trucks over 26,000 gross vehicle weight.

Maintain work records and logs.

Understand and follow oral and written directions.

Communicate effectively both verbally and in writing.

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

Utility Worker II - In addition to the skills and abilities required by Utility Worker I

Perform the full range of duties in the installation, maintenance, and repair of water, stormwater and sewer collection systems and related facilities.

Operate special equipment to locate leaks in the water distribution or wastewater collection system.

Operate a variety of light and heavy equipment including backhoes, tractors, rollers, loaders and trucks over 26,000 gross vehicle weight.

Read drawings and blueprints.

Maintain records of work performed.

Ensure the provision of a safe working environment.

Physical Demands and Work Environment:

While performing the duties of this job, the employee is frequently required to stand, walk, reach, twist, turn, kneel, bend, squat, and stoop in the performance of daily activities, and occasionally required to sit for extended periods of time. The employee is also frequently required to operate compressors, concrete saws and pavement breakers, and occasionally required to operate heavy equipment such as a backhoe, tractor, roller, and loader, and drive trucks of various sizes, on a project basis. The employee must occasionally lift and/or move up to 90 pounds. The employee is frequently required to work outdoors under varied weather conditions. While performing the duties of this job the employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud depending on working conditions. The employee will be required to work emergency overtime or off-shift hours as necessary.

Qualifications

Knowledge of:

Utility Worker I

Operations and maintenance of utility systems.

Operational characteristics of tools and vehicles used in utility maintenance.

Use and care of standard hand and power tools.

Basic mathematics.

Methods and techniques of maintaining records.

Utility Worker II - In addition to the knowledge required by Utility Worker I:

Basic concepts of water distribution mathematics such as; water measurements, formulas (area and volume), units and conversion factors, and water pressure.

Basic concepts for utility system maintenance such as; purpose, configuration, and operation, pipe materials, water storage facilities, meters, hydrants, leak detection and repair, corrosion, flushing and cleaning, water meter testing, maintenance and repair, and maintenance of pumps and electric motors.

Basic concepts for utility system operation such as water quality, sources of supply, safety and sanitation practices including disinfectants.

Operational characteristics of pumps, motors and related equipment.

Equipment, tools, materials, and methods used in utility system installation and maintenance and repair.

Methods and techniques of operating a variety of light and heavy equipment, including backhoes, loaders, rollers, trucks and tractors.

Safe work procedures and safety practices for field and underground maintenance work.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Utility Service Worker I/II

Education:

Equivalent to graduation from high school.

Utility Service Worker I

Experience:

No experience is required.

Utility Service Worker II

Experience:

One year of water and/or sewer system experience including the installation, maintenance, and repair of underground water and/or sewer systems.

Licenses/Certifications:

Must obtain California Department of Health Services Grade I Water Distribution Certificate prior to advancing to Step 3 of pay range.

Possession of a valid California Class C driver's license with a satisfactory driving record.

Possession of a valid California Class B driver's license by the end of the six-month probationary period.

Desirable:

Possession of a California Water Environment Association Grade I Certificate.

Other Requirements:

Positions in these job classifications are subject to drug and alcohol testing (DOT) pursuant to Federal Law.

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