



City of Greenfield

PUBLIC WORKS UTILITY WORKER I-II

Effective Date: 8.2015

DEFINITION:

Under direct supervision, learns to perform and performs the full array of duties assigned to classes in the Public Works Utility Worker series, including skilled and semi-skilled work in assisting with maintenance, repair, and monitoring of the City's water and wastewater plant operations, distribution, and sewer collection; and performs related work as required.

CLASS CHARACTERISTICS:

This is the trainee level class in the Public Works Utility Worker series that allows the operator to develop journey level knowledge and abilities. Initially, under immediate supervision, operator performs the more routine and less complex assignments within an established procedural framework where there are minimal consequences of error, including system maintenance and repair and customer service work. The Public Works Utility Worker must advance to the higher level after gaining experience, obtaining required water or wastewater certifications, and demonstrating a level of proficiency that meets the qualifications of the Public Works Utility Worker II.

As a condition of employment, incumbents must obtain the required certifications for water or wastewater tracks as stated in the SEIU MOU 2013-2015. As a further condition of employment, incumbents must obtain a Grade I Wastewater Treatment Plant Operator Certificate or a Grade 1 Water Distribution Operator Certificate issued by the California State Water Resources Control Board within two years of employment, at which time the employee will be eligible continue to progress to the Public Works Utility Worker III classification.

SAMPLE OF DUTIES (Illustrative only):

This information listed below is meant to serve as sample of duties and responsibilities for position in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

When performing the wastewater collection, wastewater plant treatment and disposal assignments:

- In the learning capacity, participates in the operation and periodic maintenance of variety of wastewater treatment equipment
- Following an established schedule
- Learn basic operation of the SCADA computer system
- Follows safe work methods and safety precautions related to work



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- Maintains building, grounds, and equipment in clean and orderly condition
- Washes and cleans bar screen, clarifiers, and other equipment as required
- Clean out grit baskets, and rack bar screen as required
- Cleans, paints and maintenance lift stations and grounds
- Operate various size of power-driven equipment
- Assist with the removal and replacement of various plant equipment
- Maintains wastewater disposal spray field/ponds using various heavy equipment
- Cleans wastewater collection lines
- Respond to emergency situations as necessary
- Perform related duties as assigned

When performing the water production, treatment, and distribution duties:

- Turn on and off water service connection based on customer or when payment for water service is delinquent
- Read water meters on a scheduled basis and record reading on automatic system for billing purpose
- Assist installs, connects, relocates, and replaces service lines, valves, pumps, meter boxes, and fire hydrants; cuts and fits pipes and makes taps.
- Notifies customers of water shutdowns
- Exercises valves by hand or with hydraulic equipment; marks valves to indicate direction of opening and number of turns to open.
- Paints valves, pumps, piping and building interiors and exteriors
- Shovels, rakes and spreads dirt, sand, gravel, asphalt, and other materials.
- Participates in digging, widening and backfilling trenches and other excavations.
- Loads, unloads, and operates pick-ups and trucks to transport maintenance supplies, materials, and equipment.
- Places traffic control flags, signs and cones to direct traffic around work sites; may direct traffic.
- Uses general carpentry and mechanical hand tools such as brooms, rakes, shovels, ladders, hammers, screwdrivers, pliers, saws, drills, wrenches, and related equipment.
- Operates equipment such as air compressors, pneumatic hammers, chain saws, concrete saws, pipe cutters, sprayers, compactors, forklifts, rollers, and related equipment.
- Taking a variety of pressure and flow readings
- Performing minor maintenance work on pumps and equipment as required
- Participates in traffic control activities at the work site
- Excavates to repair underground utilities
- Test backflow prevention device as required by code and regulations



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PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, hot and cold. The incumbent may use chemicals which may expose the employee to fumes, dust and air contaminants, and be exposed to mechanical and electrical hazards. The nature of the work also requires the incumbent to climb ladders, work at heights over 10 feet, enter confined spaces, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, and work in heavy vehicle traffic conditions. The incumbent may be required to respond to afterhours emergency call-outs and perform routine standby duties.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Graduation from high school or and construction and maintenance experience sufficient to provide the knowledge and skills and abilities necessary for Public Works Utility Worker I. A typical way of obtaining the required qualifications is to possess the experience and possession of the certifications outlined below.

Public Works Utility Worker

One year of experience in the maintenance and repair of water and sewer systems is desirable in addition to the above or Eighteen months of experience equivalent to that of a Public Works Maintenance Worker I in the City of Greenfield.

License/Certificate:

Public Works Utility Worker



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Must possess a valid California class C driver's license and have a driving record acceptable with the City's carrier.

Public Works Utility Worker II (Water Division) career track A

When performing the water production, treatment, and distribution duties:

Possession of, Water Distribution Operator, Grade D1 certificate issued by the State of California Department of Public Health within 24 month of employment.

Possession of, General Backflow Tester Certificate issued by Northern California backflow Prevention Association (NCPBA), the American Water Works Association California-Nevada Section, or an organization with equivalent certification requirements within 36 month of employment.

Possession of, or obtain a Qualified Applicator certificate issued by State of California Department of Pesticide within 36 month of employment.

Public Works Utility Worker II (Waste Water) Career track B

Performing the wastewater collection, wastewater plant treatment and disposal assignments:

Possession of a Wastewater Treatment Plant Operator in Training Certificate issued by the California State Water Resources Control Board within 60 days of employment;
Ability to obtain a Grade I Wastewater Treatment Plant Operator Certificate issued by SWRCB within 24 month of employment.

Possession of, or obtain Collection System, Grade I issued by the California Water Environment Association (CWEA) within 36 month of employment.

Possession of, or obtain a Qualified Applicator certificate issued by State of California Department of Pesticide within 36 month of employment.

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KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the Public Works Utility Worker I level.)*

Knowledge of:

Practices, techniques and materials used in maintenance, construction, mechanics and repair of sewer facilities, grounds, buildings and related facilities; operating characteristics and safety requirements for the operation of a variety of heavy and light maintenance vehicles and equipment; basic principles of mathematics; methods and techniques for record keeping; occupational hazards and standard safety practices.

Ability to:

- Perform maintenance, repair and operational work in water distribution and sanitary sewer collection;
- Operate a variety of light and heavy duty equipment used in maintenance and construction; operate hand and power tools competently and safely;
- Perform heavy manual labor; keep records and logs;
- Organize, prioritize and follow-up on work assignments;
- Work independently and as part of a team; follow written and oral directions;
- Observe safety principles and work in a safe manner;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships
- Applicable codes and regulations
- Safe driving rules and practice
- Operate, maintain, and repair a variety of water treatment and distribution facilities and equipment and sanitary sewer facilities.
- Handle hazardous chemicals in a safe manner
- Make accurate arithmetic calculations.
- Respond to after-hours call-outs while On-Call Duties as assigned

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ENVIRONMENTAL ELEMENTS

Employees work primarily indoors and are exposed to loud noise levels, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work on evenings, weekends and holidays; and or Participates in after-hours emergency response and on-call and callback assignments

Skill to:

- Learn to operate and maintain a variety of water production, Treatment and distribution facilities and wastewater collection, treatment and disposal facilities.
- Learn basic water and waste water sampling for lab process
- Recognize hazards related to wastewater treatment and water treatment
- Work outdoors, sometimes under adverse climatic and hazardous conditions
- Display a high degree of maturity, integrity and good judgment