

## **Northstar Community Services District Utilities Department**

### **UTILITIES SERVICES WORKER**

#### **DEFINITIONS**

Under general supervision, to install, repair and replace sewer and water lines, service connections, sewer laterals, and operate wastewater and water facilities, infrastructure and equipment; remove snow from District roads and operate and maintain all snow removal related equipment. Provide record keeping and have a general working knowledge of computer programs i.e, Word, Excel, etc.

#### **DISTINGUISHING CHARACTERISTICS**

Operates and maintains wastewater and water facilities and infrastructure. Installs, maintains and repairs sewer and water lines, service connections and meters, laterals, valves and other collection and distribution systems; digs ditches and excavations using hand, pneumatic and power tools. Operates and maintains heavy and light equipment. Responds to emergency calls. Maintains records and other related paperwork for Senior Utilities Services Worker. Reads and repairs water meters; patch pavement on roads; may assist fire department during emergency operations. Operates and maintains heavy snow removal equipment.

#### **SUPERVISION RECEIVED AND EXERCISED**

- Will work under the general supervision of the Senior Utilities Services Worker.
- Exercises functions of operation and maintenance of facilities, equipment and infrastructure with minimal supervision. Acts as lead person during night shift snow removal operations.

#### **EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to:

- Assist in the training of subordinate personnel.
- Locate inspect and repair manholes; locate and test for repairs in water lines manually, or by more technical means. Dig ditches and make excavations; backfill excavations; cut, thread and assemble and lay pipe; tap sewer and water mains; make service connections.
- Install meters and appurtenances.
- Inspect, maintain and record repairs and report requirement for repairs on pumps electrical motors, controls sand alarms.
- Operate and maintain light and heavy equipment used in the utilities and snow removal operations; transport equipment and supplies to work sites and load and unload equipment.
- Provide snow removal services and act as lead person during snow removal shifts.
- Perform various building trades' skills such as light carpentry, plumbing and electrical work, assist in mechanical and welding in support of the Utilities department functions.

- Provide accurate recordation of maintenance, services, flows and treatment operations.
- Build and maintain positive working relationships with co-workers and the general public using good principals of customer service and tact.
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Practices and procedures as related to utility maintenance and operations and record keeping functions.
- Methods, tools, materials and equipment used in the construction, operations and maintenance of sewage collection, pumping and transmission systems and potable water collection, treatment, storage and distribution systems. Heavy and light equipment operation and maintenance.

### **Ability To:**

- Work unusual and prolonged work schedules, respond to emergency calls and work unaided or unsupervised when required.
- Work shift changes when required.
- Communicate clearly and concisely, both orally and in writing.
- Intermittently, sit while driving and operating, or while completing forms, reports and other writing tasks; bend, squat, climb, kneel, twist and reach when performing duties. Perform simple and power grasping, pushing, pulling, lifting and fire manipulation; distinguish colors in coding electrical wires and other safety reliant duties; hear or feel pump motor operation; regularly lift 75 pounds and occasionally lift up to 100 pounds.

## **EXPERIENCE AND TRAINING**

Any combination of experience and training that would provide the required knowledge and abilities are qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Experience:**

One (1) year minimum as a Utilities Services Worker Trainee or other water and sewer related work, while performing increasingly responsible duties, possess required certifications. Minimum two (2) years heavy equipment operation and maintenance experience including backhoes, loaders, graders and snowplows.

### **Training:**

Equivalent to completion of the twelfth (12<sup>th</sup>) grade, and specialized training: i.e., heavy equipment and/or light equipment operation and maintenance certification. Certification in sewer and water systems operation and maintenance will be weighed.

**License or Certification:**

- Possession of valid certificate of training in the use of self-contained breathing apparatus.
- Possession of valid CPR and First Aid cards.
- DHS T-1 Water Treatment Operator certification, or the ability to obtain within one year of date of hire.
- DHS D-1 Water Distribution Operator certification, or the ability to obtain within one year of date of hire.
- CWEA Grade 1 Sewer Collection System Maintenance certification, or the ability to obtain within 1 year of date of hire.
- DHS T-2 Water Treatment Operator certification, or the ability to obtain within two years of date of certification as T-1.
- DHS D-2 Water Distribution Operator certification, or the ability to obtain within two years of date of certification as D-1.
- Possession of valid California driver's license Class B or procurement after first six (6) months of hire date. Proof of adequate insurance and medical clearance.
- A pre-employment physical and drug test will be required prior to hire.