



## POSITION DESCRIPTION

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**TITLE: UTILITY LEVELS I, II AND III**

**REPORTS TO:** Operations Supervisor

**GRADE:** 2, 3, 4

**FLSA:** Non-exempt

**CONFIDENTIAL:** No

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**SUPERVISORY RESPONSIBILITIES**

**DIRECT:** None\*

**INDIRECT:** None

\* *Utility III serves as a crew leader & provides on-site work direction and technical guidance to Utility II and I.*

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### MINIMUM QUALIFICATION REQUIREMENTS

Unless required by law, experience and education may be substituted for each other upon approval by the General Manager or their designee. Certifications required by law for the position must be obtained within first year in the position. A State of California Water Distribution Operator D1 certification is required by law for these positions.

**EDUCATION:** High School diploma or equivalent; valid California driver's license and proof of insurability; Standard First Aid and CPR certifications are required.

**EXPERIENCE:**

**Level I:** Minimum of one year of experience laying pipe and related materials. Basic familiarity with the following: electrical, plumbing, welding, heavy equipment operation, and landscaping. Comprehensive knowledge of, and experience in, the use of hand tools.

**Level II:** In addition to Level I requirements, a valid California Class "A" drivers license and Water Technology Certification are desirable. A minimum of three years of experience working in water operations and maintenance; demonstrated comprehension of District rules and regulations, California and Federal OSHA requirements and their application; ability to safely operate all construction related vehicles and equipment; ability to effectively utilize a personal computer and peripherals; and a State of California Water Distribution Operator D2 certification are required.

**Level III:** In addition to Level II requirements, a thorough knowledge of departmental procedures; the successful completion of a course of instruction on lead or supervisory duties at a journey level; proven ability to organize and manage competing priorities; skilled in personal computer and peripherals operations and use; and a State of California Water Distribution Operator D3 certification are required. A valid California Class "A" drivers license is required depending on department.

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### CONTACT RESPONSIBILITY

**INTERNAL:** Interaction with Supervisor or Utility III to receive specific work assignments and review results; OMWD personnel to discuss and resolve technical issues; front desk and customer service personnel to coordinate assignments; all other District personnel as required.

**EXTERNAL:** Interaction with general public to answer basic questions during the course of carrying out the

work assignment; vendors to obtain parts and supplies; and emergency service personnel as required.

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### PHYSICAL REQUIREMENTS

Ability to walk long distances; climb steep hills and ladders; may on an infrequent basis assist with lifting up to 100 pounds; ability to tolerate frequent bending and stooping; ability to effectively utilize a personal computer and peripherals; good hearing, eyesight and speech capabilities.

***These positions require the ability to be “on-call”, work evenings, weekends, and Holidays.***

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### ENVIRONMENTAL CONDITIONS

When working outdoors, work is performed in all types of weather. Subject to: noisy conditions, odors, contact with animals and insects, hazardous traffic conditions, confined spaces, variable weather conditions, possible exposure to heavy equipment, dust, and fumes. Wears protective clothing as required. When working indoors, work is performed in an office environment with lighting and ventilation. Subject to conversational noise from other personnel within the facility; standard background noise found in an office environment and exposure to a computer screen. Appropriate personal safety equipment is provided.

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### DETAILED DUTIES AND RESPONSIBILITIES - ESSENTIAL FUNCTIONS

This at will position responsibilities include performing construction, installation and maintenance work on water pipelines and rights of way, buildings and grounds, valves, pumps, meters, tanks, hydrants, telemetry, cathodic protection and related equipment. A working knowledge and understanding of District safety rules and regulations, as well as active participation in the District safety program are necessary. The ability to interact successfully in a team environment; support of the District Strategic Plan and Mission statement; and an ability to work independently with a clear understanding of goals and objectives are essential. Excellent verbal and written communication skills and stable, reliable attendance are required.

The following tasks are typical for this classification. Incumbents may not regularly perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business or staffing needs and changing business practices as defined by the General Manager.

% TIME			TASKS
<u>LEVEL</u>			
I	II	III	
0	5%	25%	Serve as Crew Leader at the site providing work direction and technical instruction to other Utility personnel: <ul style="list-style-type: none"><li>• Acts independently using sound judgment.</li><li>• Inspects work results performed by Utility personnel.</li><li>• Prepares/inspects equipment and obtains required permits.</li><li>• Responds to personnel issues using sound judgement.</li><li>• Supervises labor resources effectively, providing input and recommendations for evaluations and documentation of performance; and assures training is completed.</li></ul>
5%	5%	10%	Performs administrative work as required: <ul style="list-style-type: none"><li>• Prepares or assists in the preparation of all required paperwork to document work performed at the job site.</li></ul>

- Professionally represents the District
- Responds to emergency situations and inter-personal issues using sound judgement.
- Assures operations within budgetary guidelines.

**15%**    **10%**    **5%**    Participates in training on all procedures, safety, use and operation of equipment, machinery and vehicles.

**70%**    **70%**    **50%**    Utilizes the skills of carpentry, painting, plumbing, plastering, welding, cement finishing, masonry and similar skills, performs the following:

- Laying and joining pipe.
- Breaking out pavement for installations.
- Maintenance/repair of mains and services.
- Repairing land areas for planting.
- Installation and maintenance of customer meters.
- Performs routine maintenance on District equipment and facilities.
- Operates a variety of equipment in the course of the above including backhoe, earthmover, trucks, compressors, pneumatic hammers, drills and related machinery, welders, and hand tools.
- Administers, tests, and maintains District's backflow system.

**DETAILED DUTIES AND RESPONSIBILITIES - NON-ESSENTIAL FUNCTIONS**

**10%**    **10%**    **10%**    Performs all related duties as assigned.