



Tuolumne Utilities District
Job Description
UTILITY WORKER 1 – WATER DISTRIBUTION

POSITION:	Utility Worker	DEPARTMENT:	Water Distribution
REPORTS TO:	Water Master		
PAY RANGE:		DATE PREPARED:	June 2012
INCUMBENT:			

General Description:

This is an entry level position. Under general supervision, works independently or as a member of a crew to efficiently and productively perform a variety of tasks in the construction, maintenance, and repair of water distribution and wastewater collection facilities; performs a wide variety of unskilled and semi-skilled manual tasks; assumes more independence as to duties and responsibilities as knowledge and experience on the job as acquired; performs other related work as required.

Essential Functions - *Essential responsibilities and duties may include, but are not limited to, the following:*

- Assists in the repair of pipe leaks on water distribution and wastewater collection systems.
- Assists in the installation of water meters, water and wastewater mains and fittings.
- Assists in the cleaning, maintenance, guniting, and monitoring of open ditch delivery system.
- Responds to customer issues regarding water quality, low and high pressure, and water consumption resulting in a high bill.
- Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.
- Maintain tools and equipment.
- Repair and maintenance of District buildings and grounds.
- Read water meters on backup or relief basis.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of procedures for repairing, replacing, constructing, and maintaining facilities associated with water distribution and wastewater collection.
- Knowledge of uses, purposes and maintenance of hand and power tools

- Knowledge of operation and use of a wide variety of light and moderately heavy power-driven equipment.
- Ability to perform strenuous manual labor, often exposed to inclement weather conditions.
- Must possess a valid California driver's license and have a satisfactory driving record.
- Ability to establish and maintain cooperative working relationships.

Physical Demands:

The physical demands described herein 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 disabilities to perform the essential functions.

Sitting; standing; walking; walking over uneven ground; crawling, lifting, pushing, pulling and carrying (up to 100 lbs.), kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools, controls, and input meter readings into data recording device; driving vehicle.

Environmental Demands:

Outside: Drives a vehicle with majority of work outside in a variety of weather conditions ranging from snow to 100°F.

Inside: Seldom works indoors in a temperature-controlled environment.

Fumes/Gasses: Exposure to various vapors from internal combustion engines; exposure to dust generated curing construction operations; exposure to fumes from weed control chemicals and waste treatment and collection.

Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

Mental Requirements:

Reading: Reads road maps, system diagrams, instructions, work orders, safety and operation manuals, letters, reports, memos and messages.

Writing: Ability to write memos and messages; fill out forms, reports, and documents.

Math: Ability to perform basic math calculations. Ability to count and measure.

Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

Repetition: Routine daily work practices.

Judgement: Works under direct supervision, minimal judgement required.

Social Skills: Ability to relate cooperatively with members of the public. Ability to establish and maintain cooperative working relationships with District personnel.

Communication Skills: Ability to understand communications from other. Ability to communicate all hand signals related to construction operations.

Special Requirements:

Education/Certification: High school diploma or the equivalent.

- Must complete Distribution coursework, or District approved equivalent, within 1 year of appointment.
- Must obtain California Water Distribution Certificate, Level 1, within 18-months of appointment.
- Must be able to obtain a commercial driver license (prefer A) within a specified period of time.

Basic Work Hours:

7:00 a.m. to 3:30 p.m. or 7:30 a.m. to 4:00 p.m.; five consecutive work days. Must be willing to work overtime and/or alternate schedule when required. May be assigned to a regular shift working Saturday and Sunday, with two consecutive weekdays off; or, may be assigned to work one weekend day with one weekend day off (work Saturday, with Sunday/Monday off, or work Sunday, with Friday/Saturday off). Subject to change, as required to meet the needs of the District.

I have reviewed and agree to the requirements of this job description.

Supervisor's Signature

Date

Employee's signature

Date

Approved by General Manager: Approval Date: ____ / ____ / ____