



Tuolumne Utilities District  
Job Description  
**UTILITY WORKER 3 with D-3 certification**

POSITION:	Utility Worker 3 with D-3	DEPARTMENT:	Water Distribution
REPORTS TO:	Water Master		
PAY RANGE:	32	DATE PREPARED:	
INCUMBENT:			

**General Description:**

Under general supervision, works independently or as a member of a crew to efficiently and productively perform a variety of duties in the operation, installation, maintenance and repair of water distribution systems.

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

- Performs a variety of maintenance and repair on water distribution facility systems such as fire hydrants, air relief valves, blow offs, pressure control stations, sample stations, and general District facilities and equipment.
- Assists in the repair of pipe leaks on water distribution and wastewater collection systems.
- Assists in the installation of water and wastewater mains and fittings.
- Assists in the cleaning, maintenance, guniting, and monitoring of open ditch delivery system.
- Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.
- Maintains tools and equipment.
- Cleans, repairs, installs and/or replaces water meters and parts.
- Responds to customer complaints regarding water quality, low and high pressure, and water consumption resulting in a high bill.
- Reads meters, shuts services off, seals services, and/or removes meters as directed.
- Conducts delinquent billing notification activities.
- Shuts down main lines in emergencies.
- Performs stand-by duty as scheduled.
- Operates various equipment (air compressor, jackhammer, etc.) and forklift (upon certification).
- 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 50 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 moderate vibration from tools and equipment.

**Education and Experience:**

Education/Certification:

- High school diploma or general education degree (GED).
- A Class B California driver’s license.
- Must have a satisfactory driving record, and be insurable by the District to operate a vehicle.
- A current California Water Distribution Operator D-3 certification issued by the California Department of Public Health.

**Experience:**

Four years experience in underground and above ground construction, working on installation, testing, maintenance and repair of pipelines and facilities or similar type work.

Operators must complete the designated number of contact hours (i.e., continuing education/training requirements) as determined by the California Department of Public Health (CDPH) to maintain the required certifications. Certifications are required as a condition of continued employment; failure to comply with CDPH regulations pertaining to required certifications for the position will result in termination of employment.

**Work Hours:**

7:00 a.m. to 3:30 p.m.; five consecutive work days. Must be willing to work overtime and/or alternate schedule when required.

I have reviewed this job description and agree to obtain or maintain any job specific requirements.			
_____	_____	_____	_____
Supervisor's Signature	Date	Employee's signature	Date
Approved by General Manager:    Approval Date: ____ / ____ / ____			