

**SILVER LAKE WATER AND SEWER DISTRICT  
POSITION DESCRIPTION**

Position Title:	Utility Maintenance Worker II	Department:	Operations and Maintenance
Report To:	Operations and Maintenance Manager or Utility Leads	Supervises:	0

**1.0 MAJOR FUNCTION AND PURPOSE**

This position provides regular and recurring installation, repair, and maintenance of the water distribution and sewer collection systems with frequent supervision. Performs manual labor, reads water meters, and provides general maintenance for the District's property, facilities and vehicles. Assignments generally include the use of standard hand, long-handled, and power tools, and may require operation of a utility truck. This position also requires the ability to be assigned to and respond to off-hour emergency response work.

Responsible for performing preventative and corrective mechanical maintenance work on District lift stations, water pump stations, and buildings.

**2.0 SUPERVISION RECEIVED**

This position will report to the Utility Systems Lead and Operations and Maintenance Manager.

**3.0 SUPERVISION EXERCISED**

None

**4.0 MAJOR JOB RESPONSIBILITIES**

Installs, services and repairs District water and sewer facilities; including but not limited to, water and sewer mains, sewer lift stations, water pumping stations, water valves, manholes, and other District facilities, vehicles and equipment.

Diagnoses, troubleshoots, modifies, repairs assigned equipment including emergency generators, pumps, motors, valves, PRV stations, piping components tanks, pressure switches, hydraulic and pneumatic equipment, and process control systems.

Repairs water and sewer line leaks.

Flushes water lines and hydrants.

Operates vacuum and jetting trucks to maintain sewer mains, lift stations, manholes and clean plugged sewer lines.

Installs, repairs and maintains water system valves, water meters, and fire hydrants. Taps water and sewer mains for new water and sewer connections. Repairs street curbs, streets, and sidewalks cut during the installation or repair of water and sewer mains or services.

Locates water and sewer mains, manholes, water services, and side sewers; inspecting newly installed water and sewer services; raising and/or repairing manhole frames, valve

boxes, and lids.

Services and maintains small tools and equipment.

Ensures work site safety compliance during field operations; including, but not limited to, traffic zones, confined space entry, safety equipment usage, excavation planning and execution, in equipment usage compliance with Federal and State regulations. Provides traffic zone control (Flagging) as required.

Processes work orders according to time and material specifications and conduct final inspection of projects with supervisor.

Reads water meters by manual or by electronic means. Works with District staff to verify identified water meter re-reads, checks for indications of leaks and informs customers of high consumption.

May provide work site, work task, or team supervision upon the absence or direction of the Operations Manager, Utility Leads, or General Manager.

Orders, receives, and inventories small tools, minor equipment, water meters, or water and sewer parts as directed.

Works with other District staff to perform service disconnection, water meter lock outs, and reconnections.

Perform related duties as required and assigned.

Operates heavy equipment, vector trucks, vehicles, and other District equipments.

Responds to emergency call outs and provide after hours support to on-call week duty staff.

Ability to serve as a weekend and after-hours duty responder on a rotating basis and respond to emergency conditions as required and directed.

## **5.0 MINIMUM QUALIFICATIONS/LICENSING REQUIREMENTS**

High School Diploma or GED

Three years experience in a public utility, mechanic, construction, or like field, with at least one years experience in a maintenance worker, mechanic or like capacity.

Water Distribution Manager 1 or Water Distribution Specialist 1. Ability to obtain a level II within a year.

Commercial Drivers License – Class “A” with airbrake and tanker endorsement.

Experience in repair of pumps, electrical motors, and generators.

Certified Work Zone Traffic Control (Flagging Card) (within twelve months).

CPR/Blood Borne Pathogens/First Aid Certification (within twelve months).

Forklift Certified (within twelve months).

Certificate of Competent Person for Excavation, Trenching, and Shoring (within twelve months).

## 6.0 KNOWLEDGE, SKILLS, AND ABILITIES

Planning, scheduling, troubleshooting, and evaluating methods and techniques necessary in maintaining water and wastewater facilities, buildings, PRV stations, and other District infrastructure.

Ability to work using safe and efficient work practices utilizing modern safety equipment.

Ability to operate heavy equipment.

Ability to adhere to District Policies and Procedures.

Knowledge of basic waterworks and sewer systems.

Knowledge of work site safety regulations, with specific knowledge of confined space, excavation and trenching, and traffic zone regulations.

Knowledge of word processing, email, spreadsheet, and databases programs (i.e., Word, Excel, Outlook, and Access).

Knowledge of electrical control systems.

Ability to follow oral and written directions.

Ability to understand, read, speak, and write English.

Ability to read and understand basic construction drawings and prepare hand drawn "as-builts".

Ability to see primary colors.

Knowledge of basic mathematics.

Knowledge of basic first aid, CPR and blood borne pathogens prevention.

Ability to work well with others, be flexible in job assignments, be able to respond to emergency conditions as directed.

Ability to deal with customers and the public in a courteous and professional manner.

## 7.0 WORK ENVIRONMENT

**Environment:** Work is primarily performed outdoors in all weather conditions. Employee risks physical hazard from mechanical and electrical equipment, traffic, animals, and other dangers.

**Physical:** Physical effort for extended periods of time is required to perform heavy manual labor in underground and confined spaces, and at heights with uncomfortable, dirty conditions. Lifting up to 100 pounds is required, and the ability to carry 50 pounds unassisted. This position requires the physical ability to climb, stoop, kneel, crouch, crawl, grip, push, pull, lift, reach, walk quickly on uneven surfaces, and perform repetitive motions.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and see and distinguish primary utility marking colors (Green/Red/Blue/Black/Yellow).

**Hearing:** Hear in the normal audio range with or without correction.

**Tobacco/Nicotine Free:** The Silver Lake Water and Sewer District is a tobacco/nicotine-free workplace within District-owned facilities and vehicles. The District's policy is to hire only non-smokers or other tobacco product users of any other form.