



<b>Job Title:</b>	Utility Maintenance Worker 1		
<b>Department/Group:</b>	Operations & Maintenance	<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Utility Supervisor	<b>Position Type:</b>	Full-time
<b>FLSA:</b>			
Non-Exempt (employee is eligible for overtime/compensatory time in accordance with Federal Fair Labor Standards Act, State Minimum Wage Act).			
<b>Essential Duties and Responsibilities:</b>			
<p>The following statements reflect the general duties and responsibilities of this position but should not be considered an all-inclusive listing. The employee is also expected to meet the performance standards developed for this position and the District's standards.</p> <p>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.</p> <p>Repairs water and sewer line leaks.</p> <p>Flushes water lines and hydrants.</p> <p>Operates vacuum and jetting trucks to maintain sewer mains, lift stations, manholes, and clean plugged sewer lines.</p> <p>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.</p> <p>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.</p> <p>Services and maintains small tools and equipment.</p> <p>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.</p> <p>Processes work orders according to time and material specifications and conducts final inspection of projects with supervisor.</p> <p>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.</p> <p>Works with other District staff to perform service disconnection, water meter lock outs, and reconnections.</p> <p>Operates heavy equipment, vehicles, and other District equipment.</p> <p>Responds to emergency call outs to provide after-hours support to on-call week duty staff.</p>			

Other duties as assigned.
<b>Work Schedule:</b>
Typically, District office hours.  This position is subject to 24-hour call out.
<b>Travel:</b>
Infrequent, offsite meetings, training, and conferences.
<b>Qualifications:</b>
<p><b><u>Experience/Education:</u></b></p> <ul style="list-style-type: none"> <li>• Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the job.</li> <li>• A typical way to obtain the knowledge, skills, and abilities would be one year of progressively responsible experience in the maintenance, repair, and operation of a public utility or water and sewer district.</li> <li>• High School Diploma or GED.</li> </ul> <p><b><u>Licensing Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Possess and maintain a valid Washington State Driver’s License, Industrial First Aid Card, and have the ability to obtain a Water Distribution Manager I or hold a Distribution Specialist Certification and a Wastewater Collections Certification within one year of appointment.</li> <li>• Commercial Driver’s License (Class “A” with Airbrake and Tanker Endorsement) (within twenty-four months).</li> <li>• Certified Competent Person; CPR/Blood Borne Pathogens; Certified Work Zone Traffic Control (Flagging Card) and be Forklift Certified (all within twelve months).</li> </ul>
<b>Knowledge, Skills, and Abilities:</b>
<p><b><u>Knowledge of:</u></b></p> <ul style="list-style-type: none"> <li>• Ability to adhere to District Policies and Procedures.</li> <li>• Knowledge of basic waterworks and sewer systems.</li> <li>• Knowledge of site safety regulations, with specific knowledge of confined space, excavation and trenching, and traffic zone regulations.</li> <li>• Ability to be a weekend and after-hours duty responder on a rotating basis and respond to emergency conditions as required and directed.</li> <li>• Knowledge of basic mathematics.</li> <li>• Ability to work well with others, be flexible in job assignments, be able to respond to emergency conditions as directed.</li> <li>• Knowledge of basic first aid, CPR, AED, and blood borne pathogens prevention.</li> </ul> <p><b><u>Skills in:</u></b></p> <ul style="list-style-type: none"> <li>• Analyzing problems, identifying solutions, and proposing action.</li> <li>• Operating office equipment and tools such as phones, fax machine, copiers, computers, software and databases.</li> </ul>

- Communication, both written and oral, and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- Operation of heavy equipment and proper excavation execution.

**Ability to:**

- Ability to assist on-call staff after-hours or on weekends.
- 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.
- Ability to understand, read, speak, and write English.
- Ability to follow oral and written directions.
- Ability to read and understand basic construction drawings and prepare hand drawn “as-builts”.

**Work Environment:**

**Environment:** Duties are performed in an office environment and in the field. Field work has frequent exposure to extreme weather conditions for extended periods of time, confined spaces, automobile traffic, various tools, and equipment. Work involves exposure to sewer systems, human waste, gases, fumes, loud noise, chemicals, and pesticides.

**Physical Work:** This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, and repetitive motions. Heavy work that includes moving objects up to 100 lbs. or more.

**CDL Physical Standards:** Required to obtain and maintain a Medical Examiners Certificate for Commercial Drivers.

**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, and ability to adjust focus. Must be able to see primary colors.

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

**Tobacco Free:** The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities. The District’s policy is to hire only non-smokers, non-chewing tobacco users, and non-vapor users.

**COVID Vaccination:** Unless otherwise exempt, District employees must be fully vaccinated against the Covid-19 virus prior to beginning full-time permanent employment. Any existing District employee seeking a promotion or transfer within the District (unless otherwise exempt) must be fully vaccinated to be considered for such promotion or transfer.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

<b>Reviewed By:</b>		<b>Date:</b>	
<b>Approved By:</b>		<b>Date:</b>	