



Job Title:	Utility Maintenance Worker/Apprenticeship Program		
Department/Group:	Operations & Maintenance	FLSA Status:	Non-Exempt
Reports to:	Utility Supervisors	Position Type:	Full-time (Two-year Term)

FLSA:

Non-Exempt (employee is eligible for overtime/compensatory time in accordance with Federal Fair Labor Standards Act, State Minimum Wage Act).

Under the direction of District Utility Supervisors, this position provides regular and recurring installation, repair, and maintenance work in the water distribution and sewer collection systems with frequent supervision.

This position may be associated with a District sponsored Apprenticeship Program. This program is a two-year commitment with the District. The starting salary for an Apprentice will be set at a level that is at least 55% of a Utility Maintenance Worker I (Journey Level equivalent) entry level wage and will be increased to 90% of that entry level wage upon successful completion of the Apprenticeship Program milestones.

Essential Duties and Responsibilities:

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 for interpersonal and team behaviors, customer contacts, and supervision.

- Apprenticeship Program requirements include 4,000 hours of on-the-job training and 288 hours of formal training over a two-year period.
- Apprentice is supervised by a competent qualified journey-level employee.
- Incumbent must be able to attend all formal training and complete all required coursework.
- Installs services and repairs District water facilities; including but not limited to, water and sewer mains, sewer lift stations, water booster stations, water valves, manholes, and other District facilities, vehicles, and equipment.
- Repairs water and sewer line leaks.
- 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.
- Conforms to work site safety regulations and procedures 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 conducting 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.
- Works with other District staff to perform service disconnections, water meter lock outs, and reconnections.
- Perform related duties as required and assigned.
- Operates vehicles, small tools, and other District equipment.

Work Schedule:

Typically, District office hours.

Travel:

Occasional offsite meetings, training, and conferences.

Qualifications:

- **Experience/Education:**
High School Diploma or GED
- **Licensing Requirements:**
Possess and maintain a valid Washington State Driver's License and driving record acceptable to the District and the District's insurance carrier, and must be able to provide own transportation to and from job.

Water Distribution Manager 1 (within twelve months of hire).

Cross Connection Control Specialist 1 (within twelve months of hire).

Forklift Certified (within twelve months of hire).

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

CPR/Bloodborne Pathogens/First Aid/AED Certification (within 12 months).
- Be legally eligible to work in the United States

Knowledge, Skills, and Abilities:

Knowledge of:

- Knowledge of basic mathematics.

Skills in:

- Use of Landscape tools such as mowers, weed eaters, chainsaws, and other outdoor equipment.
- Vehicle Maintenance including washing, waxing, and fueling the fleet.

Ability to:

- Ability to adhere to District policies and procedures.
- Ability to follow oral and written instruction.
- Ability to read and understand basic construction drawings and prepare hand drawn “as-builts”.
- 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.

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: 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.

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.

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 and non-chewing tobacco 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 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.

Reviewed By:		Date:	
Approved By:		Date:	