



## **CRESCENTA VALLEY WATER DISTRICT**

### **Operations & Maintenance Worker III**

#### **Definition/Summary**

Under general supervision from the Construction Supervisor and Operations & Maintenance Manager, the position of Operations & Maintenance Worker III is an advanced journey-level position in CVWD's Operations and Maintenance Worker series, which performs a full range of basic to highly technical maintenance, installation, and repair assignments in both the water and wastewater collection system operations. The O&M Worker III provides general supervision and training to the O & M Worker I & II.

The O&M Worker III serves in the capacity of crew lead by responding to and coordinating field crews in the absence of an O&M Worker IV. When sufficient experience, leadership, and supervisory skills have been obtained and the ability to supervise and effectively direct crews have been demonstrated, an incumbent may be eligible for promotion to an O&M Worker IV position.

#### **Essential Functions**

Essential functions include, but are not limited to, the following:

- Perform skilled work in the construction, installation, maintenance, and repair of water distribution system on water mains, service lines, valves, meters, hydrants, and related facilities;
- Perform skilled work in the construction, installation, maintenance, and repair of wastewater collection system including mains, service laterals, cleanouts, manholes, and related facilities;
- Demonstrate and perform safe construction practices such as determining and installing various types of trench shoring and understanding classifications of trench zone soils for safety and shoring requirements;
- Provide basic inspection work based on District construction standards;
- Assess damages and determine materials and equipment needed to make repairs on water mains and service lines; perform installation of new water laterals; replacement of old water mains; perform water main taps under pressure; and operate large and small valves;
- Visually evaluate job sites for safety and determines maintenance and repair needs;
- Maintain, inspect, and repair the District's water distribution and sewer collection systems, including water lines, sewer lines, valves, and hydrants.
- Locate and replace water valves at varying underground depths; exercises, inspects, and tests valves; plan and perform required main shutdown procedures;
- Operate various construction and maintenance equipment, including the sewer vacuum truck and equipment, backhoe, front loader, mini excavator, boring tool, jack hammer and dump trucks; perform preventative maintenance on equipment.
- Inspect and maintain sewer collection pipes and manholes; ensure pipes are free from debris and cracks.
- Respond to customer complaints concerning wastewater including sewer odors, sewer blockages, noisy manhole covers and make corrections or recommendations as necessary;
- Train staff in proper work methods and standard safety precautions; review work to ensure compliance with established standards;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Shut main lines down during emergencies or planned exercises;

- Perform related duties and responsibilities as required and assigned;
- Respond to emergencies as required; and
- Possibly perform standby hours and rotation upon possession of appropriate certifications.

### **Job Standards/Specifications**

#### **Knowledge of:**

- Intermediate to expert knowledge of operations, services, and activities of water distribution and wastewater collection systems;
- Methods, materials, and equipment used in water service installation, maintenance, and repair work, and sewer collections systems maintenance at a journey level;
- Process for completing construction documents, forms, and work process flows and systems;
- District policies and procedures related to customers, services, and customer relations;
- Proper work safety standards; and
- Basic principles and practices of employee training and supervision.

#### **Ability to:**

- Gain the confidence and cooperation of colleagues, working cooperatively across other departments;
- Communicate tactfully and courteously with the public;
- Uphold the District's organizational values;
- Analyze complex water distribution system and collection system maintenance problems, evaluate alternatives, and recommend the most effective course of action;
- Use independent judgment and exercise initiative in daily work activities;
- Exhibit effective leadership to provide work direction and training for other staff;
- Provide hands-on instruction in various water system and collection activities to other staff members;
- Demonstrate proficiency as a competent person on a job site, as required;
- Lead, coach, instruct and motivate employees;
- Model and practice the highest standards of ethical conduct;
- Work and communicate with others using emotional intelligence;
- Operate District vehicles in field and maintenance work including the sewer vacuum truck, backhoe, valve truck, and mini excavator in a safe and effective manner;
- Follow oral and written directions;
- Read and understand construction drawings and specifications; and
- Observe all occupational hazards and standard safety practices.

### **Typical Physical Activities**

- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds;
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work;
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat;
- Communicate orally with District staff in face-to-face, one-to-one settings;
- Regularly use a telephone for communication;
- Use office equipment such as computer terminals, copiers, and FAX machines;
- Stand and walk for extended time periods;
- Hearing and vision within normal ranges with or without correction;

### **Environmental Factors**

- Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun;

- Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground;
- High temp: Considerable work time in hard manual labor in temperatures between 80-90 degrees;
- Humidity: Work in areas with unusually high humidity;
- Wetness: More than 10% of the work time getting part or all of the body and/or clothing wet;
- Noise: Occasionally there are unusually loud sounds;
- Slippery surfaces: Occasional work on unusually slippery surfaces;
- Oil: Some parts of the body in contact with oil or grease occasionally;
- Dust: Works in or around areas with minor amounts of dust; and
- Irregular or extended work hours: ability to work overtime or change working hours such as for a night-shift assignment due to traffic concerns or high-flow conditions.

#### **Licenses/Certificates:**

- **California Department of Motor Vehicle - Driver License:** Possession of a CA State Class C driver's license. Failure to maintain such required license(s) may be cause for disciplinary action, including dismissal. District will engage in an interactive process and explore reasonable accommodations for any applicant who cannot meet this requirement due to a disability.  
  
Possession and proof of a driving record free of multiple or serious traffic violations or accidents for at least two (2) consecutive years.
- **State Water Resources Control Board ("SWRCB") - Water Treatment and Water Distribution Operator Certificates:** Possession of and the ability to maintain a valid Distribution 3 and Collections System Operator 2 certificates issued by the State Water Resources Control Board and California Water Environmental Association, respectively.

#### **Experience and Education:**

*Any combination of equivalent experience and/or education that provides the required knowledge and abilities would be considered qualifying. A typical way to obtain the knowledge and abilities would be:*

- Completion of high school or a G.E.D. Coursework in water or wastewater courses is desirable and/or specialized training in maintenance and construction work.
- Three (3) years of responsible work experience in the installation, maintenance, and repair of water service systems and sewer collections systems at an apprentice level, including some experience with field customer relations work.