



CRESCENTA VALLEY WATER DISTRICT

Operations & Maintenance Worker IV

Definition/Summary

Under general supervision from the Construction Supervisor and Operations & Maintenance Manager, the position of Operations & Maintenance Worker IV is a senior-level position in CVWD's Operations and Maintenance Worker series, which performs the full range of maintenance, installation, and repair assignments in both the water and wastewater collection system operations with minimal supervision and training. The O&M Worker IV provides coordination, work direction, and training for all field staff.

Essential Functions

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

- Provide work direction and training to field crews for the maintenance, repair, and installation of the water distribution system and wastewater collection system;
- Supervise and train staff in proper construction methods and standard safety precautions; review work to ensure compliance with District standards;
- Supervise the locating of underground water mains and water services;
- Supervise; the repair of water mains, valves, fire hydrants, and water services including the excavation of buried water system facilities, the tapping of water mains, and backfilling operations including placement of temporary pavement repairs;
- Visually evaluate job sites for safety and determines maintenance and repair needs; receive job assignments from the Construction Supervisor and determine equipment, personnel, and material needed;
- Provide planning for proposed projects including job site set up proper positioning of equipment, materials, barriers and traffic-control devices, ensuring the use of appropriate safety rules, equipment and proper work techniques;
- Maintain and repair and/or install the District's water distribution and sewer collection systems, including water lines, sewer lines, valves, and hydrants;
- Inspect and maintain sewer collection pipes and manholes; ensure pipes are free from debris and cracks;
- Respond to customer complaints concerning sewer odors, sewer blockages, noisy manhole covers and make corrections or recommendations;
- Operate various construction and maintenance equipment, including the sewer vacuum truck and equipment, backhoe, front loader, mini excavator, boring tool, CCTV Van, forklift and dump trucks; perform preventative maintenance on equipment;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedules and job responsibilities;
- Perform; a variety of administrative functions including preparing reports, recording work activities, reporting time entries and keeping a variety of records;
- Shut main lines down during emergencies or planned exercises;
- Respond to and coordinate field crew for after-hour emergencies as required; and
- Possibly perform standby hours and rotation upon possession of appropriate certifications.

Job Standards/Specifications

Knowledge of:

- Expert knowledge of operations with respect to methods, materials, and equipment used in water service installation, maintenance, and repair work, and sewer collections systems maintenance;
- Understanding of CVWD's Sewer System Management Plan (SSMP) as it relates to Sanitary Sewer Overflow (SSO) in the field, site clean-up and documentation and reporting procedures;
- District policies and procedures related to customer service and customer relations;
- Construction documents, forms, and work process flows and systems;
- Proper work safety standards;
- Principles and practices of work direction, coordination, and training; and
- Leadership strategies and methods used to create conducive work environments.

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 and sewer system maintenance problems, evaluate alternatives, and recommend the most effective course of action, and implement that action;
- Exhibit effective leadership to provide work direction, coordination, and training for O & M staff.
- Provide hands-on instruction in various water system activities to other staff members;
- Review and perform evaluations of employees' job performance and District's core values;
- Lead, coach, instruct and motivate employees;
- Motivate and evaluate staff and provide information for training and job development;
- Model and practice the highest standards of ethical conduct;
- Practice sound management to provide timely and accurate feedback and evaluations that reflect the District's values;
- Ability to use computer and software such as Microsoft Office;
- Operate District vehicles in field installations and maintenance work including the sewer vacuum truck, backhoe, and mini excavator in a safe and effective manner;
- Follow oral and written directions; and
- Read and understand construction drawings and specifications.

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; and
- 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: Occasionally required 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. The 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.
- Six (6) years of responsible work experience in the installation, maintenance, and repair of water service systems and sewer collections systems, including some experience with field customer relations work. Three (3) years of experience are to be at a journey-level position in water distribution and sewer system construction and maintenance.