



CRESCENTA VALLEY WATER DISTRICT

Operations & Maintenance Worker II

Definition/Summary

Under supervision of the Construction Supervisor and Operations & Maintenance Manager, the Operations & Maintenance Worker II is responsible for water distribution and collection system maintenance work and performing routine and repetitive maintenance, installation, and repair assignments of the District's water and collection system. This is an apprentice-level position in CVWD's Operations and Maintenance Worker series. When sufficient experience and a specified level of certifications have been obtained and an ability to work independently has been demonstrated, an incumbent may be eligible for promotion to an O&M Worker III position.

Essential Functions

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

- Perform semi-skilled and skilled work in the construction, installation, maintenance, and repair of water distribution system including mains, service lines, valves, meters, hydrants, and related facilities;
- Perform semi-skilled and skilled work in the construction, installation, maintenance, and repair of wastewater collection system including mains, service laterals, cleanouts, manholes, and related facilities;
- Assist in the preparation of future advancement in the following areas: assessing damages and determining materials and equipment needed to make repairs on water mains and service lines; perform installation of new water laterals and replacement of old water mains; perform water main taps under pressure; and operate large and small valves;
- Assist with setting up and removing traffic control devices to protect crews and direct traffic at job sites and maintain jobsite safety based on a working knowledge of the Work Area Control Handbook (W.A.T.C.H.);
- Assist in CVWD's valve exercise program including turning valves, operating valve trucks and equipment; assist with maintaining the valve exercise database;
- Perform removal and excavation of existing sidewalks, curbs, streets, and trenches for repairs;
- Assist with repair of CVWD's wastewater lift station and sewer manholes;
- Inspect, clean, and maintain sewer collection lines and manholes and ensure pipes are free from debris and cracks; remove plugs and repair or replace pipes as needed;
- Operate various construction and maintenance equipment, including the sewer vacuum truck and equipment, sewer inspection camera, jackhammer, sump pumps, front loader, and dump trucks. Use and maintain hand and power tools and assigned equipment; perform preventive maintenance on equipment;
- Utilize proper safety precautions related to all work performed; assist in the construction of capital improvement projects;
- 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:

- Basic to intermediate knowledge of operations, services, and activities of water distribution and wastewater collection systems;
- Basic mathematics;
- Methods and techniques of construction;
- Operational characteristics of mechanical equipment and tools;
- Understanding of local street names, locations, and general geography of the District; and
- Occupational hazards and standard safety practices.

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;
- Perform semi-skilled and skilled water and wastewater maintenance, construction, and repair work;
- Operate District vehicles and equipment in water system construction and wastewater collection systems, maintenance, and repair work in a safe and effective manner.
- Perform a variety of manual tasks;
- Follow oral and written directions;
- Read and interpret basic maps and blueprints;
- Perform arithmetic calculations;
- Ability to use computer and software such as Microsoft Office;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

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;
- Communicates orally with District staff in face-to-face, one-to-one settings;
- Regularly uses a telephone for communication;
- Regularly uses handheld and other reading and metering devices;
- Uses office equipment such as computer terminals, copiers, and FAX machines;
- Stands and walks for extended time periods;
- Hearing and vision within normal ranges with or without correction;
- 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; and
- Hearing: Hear in the normal audio range 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 80-100 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 come 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 change working hours and to work overtime.

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 valid Distribution 2 and Collections System Operator 1 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.
- One (1) year of basic work experience in the installation, maintenance, and repair of water service systems and sewer collections systems at a helper level, including some experience with field customer relations work.