



CRESCENTA VALLEY WATER DISTRICT

Operations & Maintenance Worker I

Definition/Summary

Under supervision of the Operations & Maintenance Associate Manager and Operations & Maintenance Manager, the Operations & Maintenance Worker I 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 wastewater collection system. This is an entry-level position in CWVD's Operations and Maintenance Worker series. When sufficient experience, a specified level of certifications has been obtained, and an ability to work independently has been demonstrated, an employee may be eligible for promotion to an O&M Worker II position.

Essential Functions

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

- Assist with the maintenance and repair of the District's water distribution and sewer collection systems including water lines, sewer lines, valves, water meters, and hydrants; ensure safe working conditions of systems;
- Assist with basic technical job-related duties and tasks in preparation for potential future advancement;
- Read water consumption meters; turn meters on and off as needed; inspect meters to ensure accurate readings; repair and replace faulty meters;
- Inspect and maintain sewer collection lines and manholes and ensure pipes are free from debris and cracks; remove plugs and repair pipes as needed;
- Perform manual labor such as digging trenches, exposing pipelines, repairing pipelines and/or service laterals, hauling material, and cleaning work sites;
- Complete Underground Service Alert (USA) markings;
- Ensure all tools are properly maintained, cleaned, and available;
- Perform maintenance and cleaning of service vehicles;
- Inventory and maintain parts and equipment availability on the service vehicles with the ability to identify different parts and equipment and perform parts assembly;
- Utilize proper safety precautions related to all work performed such as confined space entry; assist in the setup and breakdown of temporary traffic control;
- 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 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 entry-level water distribution and wastewater collection systems 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;
- 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 may encounter 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.
- **Water Distribution Operator Certificate:** Possession of a valid D1 Distribution certificate issued by the State Water Resources Control Board is required for full-time employment. Limited Term employees must obtain a valid D1 Distribution certificate within one (1) year from the date of employment.

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.