



WATER UTILITY WORKER

Department:	Public Works	FLSA Status:	Non-Exempt
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GENERAL PURPOSE: Under the general supervision of the Water Chief Plant Operator, provides assistance in operating and maintaining the City's water (treatment and distribution) systems; performs routine equipment maintenance; assists in cleaning and maintaining water facilities; conducts routine laboratory testing; and performs other related duties as assigned.

TYPICAL DUTIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Assists in maintaining the City's Water Division facilities, systems, and equipment.
- Participates in operating, maintaining, and repairing the City's water (treatment and distribution) systems.
- Provides assistance in repairing water mains, valves, valve boxes, and hydrants; installs water services.
- Performs preventative maintenance to pumps, wells, and/or other water equipment.
- Provides assistance in maintaining generators and backup engines.
- Assists in monitoring water systems and equipment for proper functioning.
- Provides assistance in cleaning plant facilities, well sites, storage/pump stations, and sample sites.
- Assists in providing safe and potable drinking water to the City.
- Responds to public inquiries and/or complaints regarding routine water matters.
- Reads and records consumer water meters in accordance with an assigned schedule and route; identifies sites for meter reading and uses maps to establish a systemic route; enters meter reading into a hand-held meter reading computer, ensures accuracy of readings.
- Assists the Finance Department with collections and customer service request; posts non-payment notices; post sign-up or shut-down notices; turns water services on and off as required.
- Examines, reports, and repairs inoperative, leaking, malfunctioning, or damaged meters.
- Assists in the operation, maintenance and 24 hour on-call response activities for the City of Corcoran Water Division activities on an as needed basis.
- Performs other related duties as assigned or required.

JOB DESCRIPTION

WTR Utility Worker

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or equivalent; AND one year maintenance or construction experience; OR an equivalent combination of education and experience.

Required Licenses or Certifications:

- Must possess a valid California Driver's License.
- Within six (6) months of appointment to Water Utility Worker, must obtain a Commercial Drivers License with no restrictions and required endorsements to operate City equipment.
- Within six (6) months of appointment to Water Utility Worker, must obtain a certified test date from the State of California Department of Public Health for the Water Treatment (T-1) certificate or the Water Distribution (D-1) certificate.
- Within eighteen (18) months of appointment to Water Utility Worker, must obtain the State of California Department of Public Health Water Treatment (T-1) certificate and Water Distribution (D-1) certificate.
- Must maintain valid certification as a condition of continued employment.

Required Knowledge of:

- Water Division operations, policies, and procedures.
- Principles of water treatment and distribution.
- Regulations governing municipal water treatment operations.
- Occupational hazards and safety practices relative to maintenance work.
- Maintenance equipment/tools and methods of operation.
- Water treatment records and documentation.

Required Skill in:

- Assisting in ensuring the City is provided with safe and potable drinking water.
- Participating in the operation and maintenance of water treatment/distribution systems.
- Safely operating and maintaining departmental equipment and tools.
- Collecting water samples and performing routine laboratory testing work.
- Preparing and maintaining accurate maintenance records.
- Establishing and maintaining cooperative working relationships with other staff, City departments, outside agencies, and the general public.

Physical Demands / Work Environment:

- Work is performed in and around water treatment facilities and in the field.
- Subject to sitting, standing, walking, bending, reaching, climbing ladders, operating equipment, performing manual labor, and heavy lifting of objects up to 50 pounds.
- Exposure to variable weather conditions, traffic hazards, working at heights, confined spaces, machinery with moving parts, electrical currents, and hazardous chemicals is involved.