

LA HABRA HEIGHTS COUNTY WATER DISTRICT

UTILITY WORKER I & UTILITY WORKER II

Under the direction of the Superintendent, the Utility Worker I installs, maintains, and repairs water services, mains, fire hydrants and other water system facilities; reads meters; operates power driven equipment; and does other maintenance work as required.

The Utility Worker II is a mid-level field supervisor assisting and supervising field personnel installing, maintaining, and repairing water services, mains, fire hydrants, disinfection treatment system, pumps, motors, and other apparatuses. This position leads the field crew in safe work practices, following District policies and Procedures, and sets an example for others to follow. Acts as back-up to Utility Worker III and may act as back-up to Superintendent. Represents the District in the field to contractors, suppliers and the public which we serve.

EXAMPLES OF DUTIES

Utility Worker I (Duties may include, but are not limited to, the following:)

- Installs, maintains, and repairs water mains, services, fire hydrants, meters and related facilities in routine and emergency situations.
- Repairs and maintains pump houses and reservoirs and performs grounds maintenance as needed
- Assists in breaking pavement, making trenches and other excavations, backfilling, compacting, and making temporary patches in streets. Periodically digs with shovel in excess of 5 feet deep.
- Operates heavy equipment including dump truck, backhoe, portable air compressors, and emergency generators.
- Read meters and keep records detailed of time and materials.
- Responsible for water production operations and keeps accurate and legible water production records.
- Operates a SCADA system
- Works a continual fire hydrant flushing and valve exercising program.
- Investigates and resolves customer inquiries regarding water quality, high or low water pressure, leaks, and other customer related issues
- Responds to after-hours emergencies independently while on standby duty and assists others in emergency or relief situations.
- Communicates effectively with the public and co-workers-both verbally and in writing.

- Follows all District policies and procedures.

Utility Worker II (In addition to the duties of Utility Worker I, the Utility Worker II duties may include, but are not limited to, the following:)

- Operates a SCADA system, including settings controls and alarm responses and preparation
- Order, receive and store Sodium Hypochlorite. Maintain, calibrate, and repair a Sodium Hypochlorite disinfectant system. Calculating chemical dosages based on demands and desired residuals
- Collect water samples for lab analysis
- Maintains sufficient treated water flow to District's storage reservoirs.
- Keeps detailed records of time and materials.
- Acts as a water production pumper and Lead person
- Operates hydraulic powered equipment i.e., backhoe, dump truck, valve truck, and other power operated equipment.
- Repairs pump houses and reservoirs. Performs tank and hazard inspections.
- Supervises and assists in making trenches and other excavations, backfilling, compacting, and making temporary patches in streets.
- Responds to after-hours emergencies independently while on standby duty, may be the first choice to assist others in emergency or relief situations. May act as District liaison working with contractors.

LICENSE REQUIRED Utility Worker I

1. Valid California driver's license
2. Valid Grade 1 Water Distribution Operator Certification as issued by the California State Water Resources Control Board (or be able to obtain within 12 months of hire date)
3. State of California Class A license with hazardous endorsement is highly desirable. If not currently Class A licensed, must be able to obtain a valid California class A driver's license with hazardous material endorsement and must maintain license as a condition of continued employment.

LICENSE REQUIRED Utility Worker II

1. Valid California driver's license.
2. Valid Grade 2 Water Treatment Operator's Certification as issued by the California State Water Resources Control Board.
3. Valid Grade 1 Water Distribution Operator's Certification as issued by the California State Water Resources Control Board.
4. State of California Class A license with hazardous endorsement is highly desirable. If not currently Class A licensed, must be able to obtain a valid California class A driver's license with hazardous material endorsement and must maintain license as a condition of continued employment.

DESIRABLE QUALIFICATIONS AND ABILITIES Utility Worker I & II

- Knows materials, methods, and tools used in the installation, repair, and maintenance of water system facilities
- The safety precautions necessary for working in traffic and trenches with hand tools and motorized equipment and those associated with water treatment & distribution system
- The principles of operation of meters, valves, pumps, and related fittings
- Install and repair water pipe
- Ability to keep detailed records and prepare reports with legible writing
- Follow oral and written directions
- Possess a positive attitude and builds working relationships with co-workers
- Ability to perform basic mathematics; understands water system hydraulics
- Perform heavy physical labor for extended periods
- Ability to stoop, kneel, walk on uneven surfaces and steep hillsides, push, pull, reach, and lift for extended periods.
- Working knowledge and ability to operate Windows computer operating systems

EDUCATION AND EXPERIENCE Utility Worker I

- One (1) year of heavy manual labor involving installation or repair of water system facilities
- Graduation from high school or equivalent
- College level water works courses is desirable

EDUCATION AND EXPERIENCE Utility Worker II

- Graduation from high school or equivalent

- Three (3) years of heavy manual labor at least two (2) years of construction or maintenance of water lines, services, or storage facilities.

- College level water works courses is desirable

OTHER REQUIREMENTS Utility Worker I & II

- Must pass a pre-employment physical, alcohol/drug screen, and criminal background check
- Must live within 15-mile radius of District office
- Must always have reliable phone service
- Must have reliable transportation
- Must take on-call duty on a rotating basis
- Must be punctual, dependable, and have good attendance
- Must be able to work and perform in all weather conditions, including rain and extreme heat