

CITY OF COVINA

WATER WORKER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, repair, maintenance, and replacement of City water infrastructure and related systems; operates trucks, equipment, power and hand tools; demonstrated a full understanding of all applicable policies, procedures and work methods associated with assigned duties; assists in the training of less experienced personnel; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Water Worker** is the journey level class in this series. Under general supervision, incumbents perform the full range of assigned duties to this class. May be assigned to other public works divisions for maintenance work. This classification is also required to respond to after-hour calls. The Water Worker is distinguished from the Water Crew Leader in that the latter performs the more skilled tasks and provides lead direction to small crews, has on-site lead responsibilities at water construction projects, as well as crew leader responsibilities.

SUPERVISION RECEIVED/EXERCISED:

Receives general supervision from a higher-level operations staff. May exercise technical and functional supervision over other Public Works staff. When required this class may be assigned to the Street division or other divisions within the Public Works Department for maintenance work.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Creates taps in small mains under pressure and installs valves; installs service pipes using jacking methods or trenching to meter site; flushes and shut-off valves; uses pipe locator and tract maps to isolate leaks and makes the less difficult repairs; performs installation of mains, pipes, valves and hydrants, meters, and other water system appurtenances.
- Performs the installation, reading, and maintenance of water meters, and meter valves; provides and distributes information to the public as required; performs customer service functions in the daily operations of water system maintenance and meter reading.
- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
- Performs routine inspection on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards.

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- Performs preventive maintenance to valves and other fixtures as scheduled or necessary; tests meters to ensure accuracy; searches for and repairs leaks; installs locks, activates and de-activates meters, reads meters as assigned; ensures meters are functioning properly; reports problems to supervisor.
- Participates in related equipment maintenance and repair activities; maintains inventory of parts and supplies needed in repair and maintenance; identifies and requisitions parts and supplies as necessary; performs parts inventory and ordering as needed.
- Performs semi-skilled cement, carpentry and painting work in connection with water system repairs; performs general maintenance, debris clean up, and assists in skilled carpentry, welding and mechanical work; adheres to safe work methods, procedures and practices.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing up to 50 pounds is also required. The incumbent may use materials and chemicals that may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles and heavy equipment, work in heavy vehicle traffic conditions and often work with constant interruptions. The employee regularly works in outside weather conditions and near moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions, vibration and street/road traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The incumbent may be required to respond to after-hours emergency call-outs.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Water Worker**. A typical way of obtaining the required qualifications is to possess a high school diploma, or equivalent, supplemented with related college level course work, and a minimum of one year of maintenance and construction involving water mains, pipe, culvert, or similar construction work.

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license and within four months or employment obtain a class B California driver's license. Possession of a Grade I Water

Distribution certificate issued by the Department of Health and Safety is required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Methods, materials, fittings, and tools used in repair of water systems and meter equipment; water system mains, services, hydrants, meters and valves; and methods of construction and maintenance of water services; knowledge of pipe laying and fitting; equipment used in maintenance and repair such as front loaders, backhoes, cranes, dump trucks, jackhammers; safety practices, equipment inspection techniques; City maintenance and operations standards; methods and tools required for locating and unearthing water system fixtures; geographic layout of the City; principles of plumbing and mechanical maintenance; techniques and materials used in the maintenance and repair of streets, gutters, sidewalks, valves, sewer lifts, water and sewer lines; safe work methods and safety regulations pertaining to the work, including OSHA; proper placement of cones, barricades and warning devices and directing traffic flow at job sites.

Ability to:

Follow oral and written directions for safe working practices; communicate effectively and clearly; establish and maintain cooperative relationships with others contacted in the course of work; work with and occasionally lead a small crew; apply safety precaution measures and sound judgment; perform routine mathematical computations; perform safety operations and traffic flagging; perform heavy physical labor; exercise independent judgment and initiative within established guidelines without close supervision; comply with laws, regulations and professional practices governing water distribution system operations.

Skill to:

Use pipe and pneumatic tools and equipment; operate light and heavy-duty trucks; follow written and oral directions and maintain simple records; safely and effectively operate a variety of equipment and power and hand tools used in heavy and light duty equipment repair.