



Lake Whatcom Water & Sewer District Job Description

Job Title: Maintenance Worker II

FLSA Status: Non-Exempt

Reports To: Maintenance Supervisor

Revision Date: May 25, 2011

POSITION PURPOSE:

Incumbents are responsible for the on-site maintenance and operation of the District's water distribution system, sewage collection system, plants, and reservoirs. Assists in training other employees in District operations and maintenance activities. Participates in the maintenance of electronic equipment and systems. Performs varied manual work and operates heavy and specialized equipment to maintain and/or repair water distribution and wastewater collection systems. This is a journey level position which requires little or no supervision.

REPORTING RELATIONSHIPS:

This position reports to and receives instruction, work assignments, and performance evaluations from the Maintenance Supervisor. Positions in this classification may provide work direction to other Maintenance Workers or temporary helpers when working together on a work crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Works with the Maintenance Supervisor and other District personnel to safely and efficiently schedule and complete required maintenance and operation tasks.
- Installs, services, and repairs the District's water and sewer systems; repairs water and sewer line leaks, flushes water systems, operates vacuum and jetting trucks to clean out manholes and plugged sewers; installs valves, sets meters; services, installs, and repairs hydrants, taps water and sewer mains for new connections and cut-ins for new water mainline construction; maintains and repairs water and sewer lines, lift and pump stations, wet wells, reservoirs, pressure reduction stations and other District-owned buildings and property. Restores work area to original condition.
- Monitors operations of water treatment plants; conducts tests, maintains related records, and prepares reports for compliance with State requirements; performs system checks, troubleshoots, adjusts, or reports system errors; conducts regular checks of the District's telemetry system.
- Assists Utility Systems Support Specialist as needed in performing a variety of meter reading duties including accurately read and record meter readings using the hand held meter reading devices in a timely manner for billing purposes, maintains meters to insure accurate registration and ease of reading.; identifies leaking, hard to read, or broken meters and repairs or replaces them; turns water services on and off and verifies meter reading.
- Assists in or performs the installation of new water services, fire hydrants, main line valves and other water appurtenances.
- Responds to customer inquiries and complaints in a prompt courteous, understanding, and concerned manner.
- Operates a variety of equipment including dump trucks, sewer vacuum truck, backhoe, air compressor, mowers, etc., in a safe and efficient manner.
- Accurately completes required work orders, daily time sheets, equipment reports and other relevant reports.
- Maintains knowledge of the District's water distribution system and sewer collection system; to insure efficient, economical system flushing, and disposal of flushed water; accurately locates system components to prevent dig-ups.

- Performs inspection of sewer lift stations to monitor operation of the facilities and detect malfunctions in their operation.
- Conducts inspections and testing; prepares and maintains records related to the installation of side sewers, water mains and appurtenances installation to assure compliance with the District's standards and specifications.
- Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Water distribution and sewage collection system equipment, maintenance and repair.
- Safety hazards inherent to outdoor construction work including confined space entry, shoring, trenching, flagging and traffic control.
- Safety procedures, rules and regulations necessary to maintain a safe work environment.
- Mechanical system maintenance and repair techniques.
- Regulations and standards applied to water and sewer system installations, maintenance and repair.
- Criteria used in judging the quality of sewer and water system installations.

Skill in:

- Use of tools and equipment used in installation and maintenance of the District's facilities.
- Identifying occupational hazards and implementing appropriate safety precautions.
- Recognizing and recording numbers accurately to make mathematical computations rapidly and accurately and write legibly.
- Completing forms and following written and oral instructions.
- Establishing and maintaining cooperative working relationships with supervisor, co-workers and the general public and maintaining good public relations.
- Reading and understanding water utility specifications, plans and profiles.
- Communicating effectively orally and in writing utilizing fluent English.
- Using good judgment.
- Safely, efficiently and economically organizing and completing assigned tasks within the scheduled time frame.
- Operating one or more of the following: backhoe, dump truck, high velocity pipe cleaner truck, air compressor.
- Operating trailer, video camera, portable equipment, lawn mowers, hand tools and power tools, etc.

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Experience: Two years of experience in utility maintenance, installations and operations in a water/sewer utility or in the construction industry.

Education: High school diploma or GED equivalent.

Licenses and Certifications:

Possess and maintain:

- A valid minimum Class A Commercial Driver's License with Air Brake and Tanker Endorsement
- Washington State Traffic Control Certification
- Washington State Department of Labor and Industries First Aid Card
- Water Distribution Manager Operator II Certification
- Water Treatment Plant Operator I Certification
- Cross-Connection Specialist Certification.

Within three years of employment possess and obtain:

- Water Treatment Plan Operator II Certification

WORK ENVIRONMENT:

Work is typically performed outdoors in all types of weather, where conditions may be dirty, uncomfortable and hazardous, and indoors in a noisy and hazardous environment. Exposure to physical hazards from loud noises, chemical, electrical and mechanical systems, domestic and industrial wastewater, confined spaces, traffic and other dangers. Incumbents are subject to 24-hour call-back/standby as assigned to resolve customer problems and/or perform emergency maintenance after normal working hours on nights, weekends, and holidays and be available for call back to work or assist in emergency repairs.

Work is performed using equipment such as a sewer vector truck, dump truck, air compressor, hole hog, backhoe, and pickup truck, and a variety of power and hand tools such as wrenches, shovels, drills, saws, and specialized equipment such as video inspection camera, air monitoring meters and confined space entry gear.

PHYSICAL REQUIREMENTS:

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling and repetitive motions for an entire day.

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Approved: May 25, 2011

Patrick Sorensen, General Manager