

Thermalito Water and Sewer District

Policy and Procedures

Job Description: Utility Worker I

Definition

Under supervision of the General Foreman and/or Leadworker, a Utility Worker I performs a variety of assignments. May work independently for short periods or as a member of a crew of employees. Performs a wide range of semi-skilled and skilled tasks assigned to him or her.

Duties/Qualifications:

- Follow all OSHA safety standards related to District Operations.
- Work independently or in a team setting.
- Use proper protection equipment for the task at hand. If uncertain as to the applicability discuss with work supervisor.
- Follow through with instructions and keep busy.
- Accept instruction from fellow employees so long as consistent with instruction of work supervisor.
- Perform a wide range of work, including, without limitation, maintenance, repair, replacement of District equipment and facilities and water and sewer lines.
- Knowledge of the location of valves, manholes, cleanouts, blowoff's and meters.
- Deal with customer questions professionally and courteously at all times to help resolve their problems.
- Operate any and all District vehicles and equipment assigned to you for your work properly and safely at all times.
- Learn and understand the tools used to repair and replace water and sewer lines.
- Routine maintenance of shop and office including without limitation such as lawn mowing, weed eating, spraying weeds, sprinkler repair and replacing light bulbs, etc.
- Install new meters, service lines, tapping water lines and sewer lines.
- Keep accurate records of meter installs, vehicle maintenance, and work orders.
- Turn valves on and off as necessary for repair or in an emergency situations.
- Solve and answer customer questions regarding pressure, taste, odor and water color.

These are examples of some of the duties and qualifications. There are many more that are to be performed.

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Job Description: **Utility Worker I, *continued***

Required Qualifications:

- Class A Driver's license.
- Distribution 2 Certification.
- Must have minimum of two years of experience in water distribution or sewer collection if not both.
- High School diploma or equivalent.
- One year minimum employment with Thermalito Water and Sewer District.
- Receive and handle emergency call outs.
- Know and understand what the District is responsible for regarding water lines and sewer laterals.
- Shut off meter and lock off meters for nonpayment or standby.
- Locate water and sewer lines and call in Underground Service Alerts (USA's).
- Clean and maintain sewer lines and understand the direction they flow.
- Answer work phone after hours or on holidays or days off to assist in attending to and correcting any problems affecting the District.
- Perform all other duties assigned to the best of your abilities.

Physical Requirements:

- Must be able to push, pull, carry reach and lift equipment and parts. The guidelines specify that female employees should not be asked to lift more than 25 pounds on a recurring basis and male employees should not be asked to lift more than 50 pounds.
- Must crouch, kneel, lay on back, crawl and climb during vehicle maintenance, pipeline repair and replacement.
- Stand for long periods of time.
- Sit on equipment for long periods of time or walk for long periods of time while reading meters or checking sewer lines.
- Work around equipment and power tools, chop saws, chain saws, etc.
- Must work in dust, dirt, mud, water, snow, sewer and extreme heat and cold.

License/Certificate Requirement:

Driver License: Possession of a valid California Class A and C Driver License.

Distribution Certification: California State Distribution License – Grade 2

Failure to obtain and maintain such required license(s) will be cause for disciplinary action, including termination of employment for failure to meet job qualifications for your position. Individuals who do not meet these requirements due to a physical disability will be considered for accommodation on a case-by-case basis.