

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER AND WATER RECLAMATION WORKER

DATE: 3/12/2024

JOB CODE: 1285

FLSA STATUS: NON-EXEMPT

UNIT REPRESENTATION: GENERAL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under direct supervision, to assist in and learn to perform basic, routine tasks, duties, and unskilled labor in water utility and water reclamation work; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The Class of Water and Water Reclamation Worker is an entry level class that may be assigned to work in any of the Department's Water and Water Reclamation sections, depending upon the workload and needs of the Department. The sections include, but are not limited to, the following areas:

Finance and Administration: Meter Reading, Field Service

Water Utility: Engineering, Water Production, Electrical, Plant Repair and Maintenance; Specialty Construction, Meter Service, Garage, Pipeline Construction and Maintenance, and Water Quality Control.

Water Reclamation: Mechanical Maintenance, Plant Facilities, and Plant Operations.

Environmental and Regulatory Compliance: Environmental Control

Supervision is received from a Water Utility, Water Reclamation Lead Worker or Supervisor, Purchasing Manager or Field and Meter Services Supervisor. Incumbents perform basic, routine tasks and duties that do not require prior knowledge or skill in crafts or mechanical procedures. Incumbents assist semi-skilled and skilled workers in a variety of sections in the Department. In the course of duties, incumbents are expected to acquire the knowledge and skill of water and water reclamation utility operations and maintenance trades, in a training capacity, including the proper use of hand tools and motorized equipment that may provide preparation for promotion to Water Utility Worker I, Water Reclamation Plant Mechanic I, Meter Reader I, Field Service Representative I, or Warehouse Worker.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provide courteous and expeditious service to the public and City and Department staff;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Assist in the performance of a variety of water utility and water reclamation duties in the maintenance and repair of water and water reclamation plants and facilities;
- Ensure proper use of safety equipment; wear protective apparel;
- Perform arduous labor in assisting others in the construction and maintenance of various utility water and water reclamation projects;
- Operate Department vehicles and learn to operate light and medium trucks; load and unload trucks;
- Assist in and/or operate a forklift, roller, cement mixer, compressor, jackhammer, concrete saws, sandblaster, drills and similar equipment and tools depending on status of training;
- Learn to use hand and portable power tools; clean and maintains tools;
- Assist in clearing work area of debris and rocks; assist in excavating trenches; dig trenches with hand tools; dig, backfill and tamp trenches; learn to perform hand grading and tamping;
- Assist and learn to operate a pipe locator and pipe threading machine; learn to cut pipe as instructed using power saws; assist and learn to lay pipe;
- Assist and learn in isolating, making repairs, or replacing inoperative sections;
- Learn to set forms for thrust blocks; learn to set shoring bars and equipment into place;
- Assist in mixing and pouring concrete; learn to finish concrete;
- Assist and learn skills in laying, tamping, spreading, and rolling of asphalt;
- Assist and learn to install equipment onto mounts, including pumps, engines, motors, drive shafts, piping, and electrical panels;
- Assist and learn to perform rough carpentry; assist and learn to install drywall;
- Assist and learn to use mortar mixes in the erection of block walls from cinderblocks;
- Assist in painting surfaces; sandblast surfaces; learn to manipulate compressed air hoses for paint sprayers to prevent constructions while spraying; assist in erecting scaffolding;
- Assist and learn to install large and small water meters;
- Learn to disassemble water meters and fire hydrant meters; assist in cleaning and examining the mechanisms and changers for breaks and wearing;
- Assist and learn to repair or replace damaged or worn-out parts; solder meter parts as appropriate; reassemble the meter; paint meters;
- Assist and learn to test new and rebuilt meters; make field test of meters in place; exchange meters as appropriate;
- Assist in making necessary repairs to special recording registers in the field or shop;
- Assist in maintaining meter history records;

- Assist and learn to check discs, diaphragms, and bushings; learn to assemble drive trains;
- Assist in performing meter checks as required; check meters for tampering; replace broken meter service valves; install pressure recorders;
- Assist in meter reading and field customer service;
- Assist in water production operations including installation, operation, and maintenance of pumps, blowers, and valves;
- Assist in the collection of industrial waste samples through the use of automatic equipment and deliver samples to laboratory;
- Assist in the performance of routine chemical and biological tests on raw and treated wastewater;
- Inspect sewage settling traps, clarifiers, and grease removal equipment;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- Clean and maintain reservoirs, buildings, and sludge beds.

When assigned to Environmental Control:

- Receive training and assist in the operation of the Septic and Brine receiving stations located at the Water Reclamation Plant;
- Assist in sample collection through the use of manual and automatic equipment and deliver samples to laboratory;
- Learn to enter records in database, maintain basic records, and write reports;
- Receive training and assist in the routine field tests on Septic and Brine waste discharged at the Water Reclamation Plant;
- Perform maintenance and cleaning activities for monitoring equipment;
- Responsible to inventory and maintain adequate field monitoring supplies for the Environmental Control Section;
- Prepare and collect quarterly blank samples for quality control

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Basic mathematics;
- Verbal English to understand and be understood; written English to communicate in writing at a simple level;
- Appropriate safety precautions and procedures.

- Common hand tools, small power tools, and light equipment used in maintenance and construction trades;

Ability to:

- Learn to use hand and portable power tools in simple repair and construction projects;
- Take appropriate safety precautions in trench excavation;
- Perform heavy physical labor;
- Operate a vehicle observing legal and defensive driving practices;
- Understand and carry out oral and written instructions; read and write at a level sufficient for job success;
- Establish and maintain effective relationships with those contacted in the course of work;
- Learn to maintain basic records;
- Read, write and perform basic mathematical calculations;
- Learn basic methods of operation, installation, and maintenance of water and water reclamation facilities;
- Be physically capable of entering permit required confined spaces and wearing Self Contained Breathing Apparatus (SCBA) equipment;
- Operate an atmospheric tester for entry into confined spaces;
- Wear protective respiratory equipment to include SCBA and personal escape respirator;
- Maintain a driving record that meets vehicle code standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Graduation from high school or G.E.D. equivalent,

And

Experience: Experience in the construction and maintenance trade is highly desirable

And

Possession of a valid California Class "C" driver's license required upon application. Note: For out-of-state applicants, a valid driver's license is required and a valid California Class "C" driver's license must be obtained within ten (10) days of appointment (CA Vehicle Code 12505c).

NECESSARY SPECIAL REQUIREMENTS

Must be clean shaven or trimmed facial hair in order to properly use personal respirators and SCBA equipment. Must pass a respirator medical exam and be physically able to wear SCBA equipment. Must

be able to work in enclosed spaces while wearing protective clothing under extreme temperatures and hazardous environment.

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

Work involves exposure to potential physical harm, hazardous chemicals, and infectious disease including smoke, fumes, gas, treated water, high frequency noise, dirt, dust, grease, oil, chemicals, solvents and toxic agents. Incumbents need to be able to tolerate unpleasant odors, wet conditions, and uncomfortable climatic conditions. There is frequent need to stand, stoop, walk, crawl, climb, and perform other similar actions during the course of the workday.

Incumbents require sufficient mobility to work in a field setting in varying weather conditions, to operate hand tools and mechanical and motorized equipment, to transport materials and supplies weighing up to 75 pounds, and to travel to various locations. Must be able to see in the normal visual range with or without correction with vision sufficient to see color and read small print as well as distance. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Water and Water Reclamation Worker

To: Water Utility Worker I, Water Reclamation Plant Mechanic I, Field and Meter Services Representative I, or Warehouse Worker

Job Description:

BOWC Approved:

Rev:

2/21/1995

6/28/2005

11/21/2006

6/28/2022

3/12/2024

Testing Standards: App Review/Supp App Review