

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: WATER UTILITY WORKER II

DATE: 3/14/2023

JOB CODE: 21842

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 general supervision, to perform journey level semi-skilled work in one of the following areas: construction and maintenance of pipelines and water services; construction work in the fabrication and assembly of utility water projects; and in testing, replacement, and installation of water meters; perform skilled hand, air and airless painting of buildings, facilities, reservoirs, equipment and furniture; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS

The class of Water Utility Worker II is the journey level in the Water Utility Worker series. Supervision is received from the Water Utility Supervisor and direction is received from the Water Utility Lead Worker. Incumbents in this classification have journey level knowledge and skills in one or more of the skilled crafts, mechanical, and construction trades and may provide coaching and mentoring to less-experienced workers in their fields of expertise. Incumbents perform a broad range of moderately complex tasks and duties requiring journey-level expertise in two or more of the following areas: the construction mechanic trade, the construction and maintenance of pipelines and water services; and the testing, replacement, and installation of water meters at a moderately complex level. Incumbents at this level are expected to assess and prioritize work to be done and to identify materials needed to complete a job in progress. As knowledge and skill is gained through on the job experience, certifications and satisfactory proficiency is demonstrated, incumbents in this class may reasonably expect to be placed on an eligibility list for Water Utility Worker III.

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:

All Assignments:

- Provide courteous and expeditious customer service to the general public and City and Department staffs;
- Routinely adhere to and maintain a positive attitude toward City and Department goals;
- Perform construction and fabrication of various utility water projects including footings, foundations, slabs, floors, frames, sidings, trenches, ditches, roads, metal sidings and roofs, mounts and enclosures;

- Ensure proper use of safety equipment; wear protective apparel;
- Perform arduous labor in the construction and maintenance of various utility water projects;
- Operate Department vehicles and light and medium trucks; load and unload trucks;
- Operate a forklift, roller, cement mixer, compressor, jackhammer, concrete saw, sandblaster, drills and similar equipment and tools;
- Use hand and portable power tools; clean and maintain tools; maintain inventory of special tools;
- Clear work area of debris and rocks; excavate trenches; dig trenches with hand tools; dig, backfill and tamp trenches; perform hand grading and tamping; may disc fields;
- Operate a pipe locator and pipe threading machine; cut pipes using power saws; lay pipe to grade;
- Isolate, make repairs, or replace inoperative sections of piping;
- Mix, pour and finish concrete;
- Lay, temporary asphalt;
- Where appropriately certified, safely and legally operate crane equipment/vehicles;
- Prepare written activities on work orders, work with others to review plans and specifications, read technical manuals;
- Operate light tractors skip loaders, and backhoes;
- Required to wear respiratory protective equipment to include Self Contained Breathing Apparatus (SCBA);
- May be assigned responsibility of leading small crews (1 to 3 persons) on routine work assignments.

When Assigned to the Operations Section

In addition to all duties described above under "All Assignments", the following are typical additional duties for a Water Utility Worker II assigned to the Operations Section of Water Utility. Any single position may not perform all of the duties listed and/or may perform similar related duties not listed here:

- Set forms for thrust blocks; set shoring bars and equipment into place;
- Set mounting frames, bars, and bolts;
- Install equipment onto mounts, including pumps, engines, motors, drive shafts, piping and electrical panels;
- Perform carpentry work; install drywall;
- Use mortar mixes in the erection of block walls from cinderblock; lay brick;
- Paint surfaces; sandblast surfaces; manipulate compressed air hoses for paint sprayers to prevent constructions while spraying; erect scaffolding;
- May perform gate valve and other large valve maintenance and repair;
- May perform solenoid, clay valve, booster pump, gate motor, chlorine station, well, and/or reservoir maintenance and repair;

- Perform grounds maintenance and landscaping duties including weed abatement and hedge and tree trimming;
- Assist in the repair of sprinkler systems;
- Assist in operation of power generators;
- Perform related duties as required.

When Assigned to the Distribution Section

In addition to all duties described above under “All Assignments”, the following are typical additional duties for a Water Utility Worker II assigned to the Distribution Section of Water Utility. Any single position may not perform all of the duties listed and/or may perform similar related duties not listed here:

- Install large and small water meters;
- Test new and existing meters; make field tests of meters in place; exchange meters as appropriate;
- Maintain meter history and maintenance records;
- Perform meter checks as required; check meters for tampering; replace broken meter service valves; install pressure recorders;
- Assist in the installation, testing, and repair of Advanced Meter Infrastructure (AMI) endpoints;
- Install meters; install meter vaults;
- May repair fire hydrants;
- Operate a boom truck in hoisting and setting large pipe;
- Facilities/building maintenance and repairs; may perform plumbing installation and repair;
- Perform related duties as required.

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:

- Proper use of hand and portable power tools;
- Proper methods, materials, tools and equipment used in the repair of water meters;
- Methods of trench excavation, shoring and safety;
- Basic safety in working with tools;
- Basic mathematics;
- Verbal English to understand and be understood; written English to communicate in writing at an intermediate level;
- Appropriate safety precautions and procedures;

- Principles of operation of meters;
- Simple record keeping methods;
- Operating procedures of light to medium motorized equipment;
- Procedures and methods of water utility pipeline and equipment maintenance;
- Methods of pipeline repair and connections;
- Weed and fire abatement procedures;
- Current drought restrictions.

Ability to:

- Use hand and portable power tools in moderately complex repair and construction projects;
- Take appropriate safety precautions in trench excavation;
- Work in enclosed space while wearing protective clothing under conditions of extreme temperatures and toxic materials;
- Perform heavy physical labor;
- Operate a vehicle observing legal and defensive driving practices;
- Operate light to medium motorized equipment;
- Understand and carry out oral and written instructions; read and write at an intermediate level;
- Establish and maintain effective relationships with those contacted in the course of work;
- Maintain records;
- Read, write and perform mathematical calculations at an intermediate level;
- Replace, maintain, calibrate, repair and take accurate readings on water meters;
- Operate pneumatic and power equipment;
- Identify types of soil needing shoring;
- Operate specialized pipe connection tools and jigs;
- Locate, identify and determine causes and types of pipeline breaks;
- Work from blueprints, drawings, sketches, specifications, and technical manuals at an intermediate level;
- Troubleshoot basic water service performance problems;
- Safely operate a gas welding and cutting torch;
- 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;
- Use appropriate methods and procedures for water service disinfection;
- 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 GED/equivalent, And
Experience:	Two (2) years of experience in water system construction, installation, maintenance or repair. And
Certificates:	Must have and maintain a California State Water Resources Control Board (SWRCB) Water Distribution Operator Grade 1 certificate. Must submit a copy of the required SWRCB Water Distribution Operator Grade 1 certification at the time of application And Possession of a valid California Class "C" driver's license required upon application. Possession of a valid California Class "B" commercial driver's license valid for the operation of both manual and automatic transmission vehicles/equipment with air brake endorsement, tanker endorsement and valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six (6) months after appointment. 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), a valid California Class "B" commercial driver's license valid for the operation of both manual and automatic transmission vehicles/equipment with air brake endorsement, tanker endorsement and valid Medical Examiner's Certificate appropriate for the equipment to be operated is required six (6) months after appointment.

NECESSARY SPECIAL REQUIREMENTS

An employee within this classification may be designated as a "key responder" and as such shall be required to respond to non-normal working hour emergency operational conditions.

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 Utility Worker II

To: Water Utility Worker III

Job Description:

BOWC Approved:

Rev. Approved:

12/13/2005

11/21/2006

6/22/2021

3/14/2023

Testing Standards: App Review/Supp App Review