

J O B D E S C R I P T I O N

Job Title: **UTILITY WORKER**
Reports To: Superintendent

The position of Utility Worker is a full-time, administrative and field position, which is not exempt from overtime requirements. The Utility Worker may be called back to work before or after normal work hours and/or on scheduled days off.

Major Function and Purpose

The Utility Worker functions as a multi-skilled professional who is responsible for assisting with operating and maintaining the District's water production/distribution system so it is clean, safe, and suitable for use by customers and other consumers. He/she is also responsible for assisting with maintenance of the District's sewer collection system. The Utility Worker installs and may inspect ongoing meter replacements and upgrades. Also performs customer service, and meter reading and may assist with day-to-day operations and on-call and emergency service duties. Work in the position of Utility Worker is allocated between the field and the office.

General Function

Under the supervision of the Superintendent, the Utility Worker installs and assists with inspection of ongoing meter replacements and upgrades, and may perform or assist in performing a variety of specific and non-specific jobs related to operation, maintenance, customer service, emergency service, construction, and maintenance of the District's water and sewer facilities.

Supervision Responsibilities

This is a non-supervisory position

Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor. Examples of duties and responsibilities include, but are not limited to:

- Install and may inspect ongoing meter replacements and upgrades.
- Reading meters and accurately recording data using the District's handheld meter reading software program and other meter reading systems.
- Perform or assist with customer service duties such as field checks, water tests, locates, or responding to customer calls, emergencies, complaints.
- Assist with installing new water and sewer mains, locating, marking, repairing and replacing old or damaged water and sewer service lines, digging ditches and when work is completed, restoring the site to original condition.
- Assist with monitoring computerized telemetry for maintaining proper tank levels throughout the system, ensuring that water flow requirements are met both in and out of peak demand season.
- Assist with installing and maintaining hydrants, checking valves and making repairs as needed.

- Operating or assisting in a variety of vehicles, machinery and tools, including trucks, backhoe, vactors, compressor, generator, locator, gas detector, power/rotating machinery and hand tools.
- Assist with maintaining District sewer pump and lift stations and manholes; monitoring potential sewer backup problem areas; inspecting and recording side sewer installations.
- Assist with observing equipment, materials and individuals to ensure compliance with prescribed operating, traffic, and other safety standards.
- Performing office duties related to communication with contractors, developers and customers regarding water and sewer service.
- Assist with performing on-call and emergency service duties. Must reside and be able to respond in person within one hour travel time of the District's office, shop, and facilities. Assist in District construction and repair projects.

Special Expertise Assignments

Utility Workers may be assigned certain special focus duties as required.

Knowledge, Skills and Abilities

The Utility Worker must have appropriate knowledge of the construction, emergency service, customer service, and maintenance of water plant, water distribution systems, sewer collection systems. The Utility Worker must have the ability to use a variety of potentially hazardous tools safely and efficiently, including knowledge in the use and maintenance of motor vehicles, heavy equipment and in the use of hand tools. Personal communication skills are essential to interact with individuals, agencies and other business related organizations. This position requires skills, knowledge and ability to make informed decisions and recommendations regarding purchases, operation/maintenance policies and capital improvement projects which will be cost-effective and beneficial to the District.

The Utility Worker must have appropriate knowledge of office procedures and the ability to operate office equipment appropriate for the job duties and responsibilities.

The Utility Worker must be willing to complete ongoing and continuing education as it relates to water distribution, water hydraulics, sewer collection, safety and other job duties or responsibilities associated with this position.

Working Conditions

The Utility Worker work is performed either in the field or the office. Duties may require work with computers or office machinery. Duties in the field also require work with computers and may involve exposure to hazards such as dampness, traffic, direct sunlight, communicable disease, pollen, epoxy chemicals, machinery or its moving parts, cleaning fluids, chemicals, pesticides, insecticides, paints, cleaning agents or similar solutions, insect stings, liquid chemicals, noxious odors, fumes or chemicals and smoke, heavy machinery, hazardous gases, excessive noise and vehicle traffic. Hazardous areas encountered include open ditches, vaults, streets, snow and ice hazards, and manholes.

Protective clothing is required at times, including steel-toed boots, rubber boots, rubber or plastic gloves, safety equipment, safety glasses or goggles, ear protection devices, hard-hats and other specialized protective equipment.

Contacts and Relationships

In the course of completing the required job duties, the Utility Worker will have a variety of contacts, primarily in person, intended to provide or collect information. The employee in the position may be required to communicate with county or local agencies, contractors, other

water districts, sewer districts, fire departments, Utilities Underground Location Center, District customers and other staff or management of the District.

Physical Requirements

The Utility Worker must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding, and lifting or carrying up to 100 pounds. Job requirements may include the ability to climb, bend, and work in tight or confined areas. In addition, close vision, color vision, depth perception, and far vision are essential to performance of the position. Corrective lenses may be utilized. The employee must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

Education, Experience and Training Equivalents

Any satisfactory equivalent combination of education, experience and training which demonstrates the ability to perform the work may substitute for the following:

Minimum Qualifications:

- Must be a United States Citizen or qualified to hold employment in the US.
- Must be a High School Graduate or equivalent.
- Must possess a valid Driver's License at the time of employment.
- Employee's driving abstract must be acceptable to District's insurance carrier.
- Experience in industrial maintenance, plumbing, construction or related field.
- Demonstrated experience with operation of heavy equipment and machinery and skills with power and hand tools of the trade such as saws, compactors, and basic electric instruments,
- Proficient in English; able to read plans, specifications, maps and blueprints.
- Ability and skills to function as a team member.
- Possess Washington State Flagging and Traffic Control Card, First Aid and CPR Certification or obtain within 1 year.
- The District has a non-smoking, tobacco free, drug free, no-alcohol work environment. The applicant should be a non-user of tobacco and drug products at the time of employment and continue during the tenure of employment.

Desirable Qualifications:

- Knowledge of water and sewer systems, pumps, piping, and other components
- Water Distribution Manager 1 certification.
- Washington Commercial Driver's License (Class B no Code E restriction)

This job description does not constitute an employment agreement between the District and employee and is subject to change as the needs of the District and requirements of the job change.

Any employee who fills this position, or the District, may terminate such employee's employment at any time for any reason which is not prohibited by law.