

CALLEGUAS MUNICIPAL WATER DISTRICT JOB DESCRIPTION

Job Title: MAINTENANCE WORKER 1

Department: Operations and Maintenance

FLSA Status: Non-Exempt

Division: System Maintenance

Position Type: Full Time

Reports to: System Maintenance Supervisor

Revision Date: January 2012

POSITION SUMMARY

Working individually or as a member of a crew, this entry level position performs unskilled and semi-skilled work in the System Maintenance division. Position assists with pipeline maintenance and repair and performs supervised weed abatement, light construction, building maintenance and traffic control. Position requires that the employee receive a DOHS Water Distribution Operator Grade 1 certificate within one (1) year from the date of hire.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Performs skilled and semi-skilled work in the repair and maintenance of pipelines and appurtenances, including main line isolation valves, vacuum and air release valves, blow-off valves, pump wells and access manholes throughout the system.
- Repairs manholes, vault lids and valve stacks throughout the system.
- Participates in construction activities such as the installation and repair of concrete pads, masonry walls, erosion control projects and roadways.
- Provides location services and inspects public improvement projects, development and utility installations that conflict with District facilities.
- Skillfully operates vehicles, hand or power tools, pumps, portable generators, blowers, drilling, and cutting machines to perform installation, modification, maintenance and repair of water distribution systems and integral components.
- Cleans and paints vaults, pipes, cabinets, pumps, motors, and buildings throughout the system.
- Performs preventative maintenance on a wide variety of system components.
- Performs weed abatement at all facilities throughout the District.
- Maintains and installs landscaping and irrigation systems throughout the District.
- Performs traffic control and assists other departments as necessary.

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- Be responsible for their own safety and the safety of coworkers by recognizing hazards and potentially hazardous situations, and having an awareness of safe practices on the job site.
- Performs other work, as required.

SUPERVISORY RESPONSIBILITIES

This position does not include supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience

A high school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience is required. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Should have the ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Skills and Abilities

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and blue prints. Maintenance Workers should be able to fill out work orders and daily forms, plus be able to communicate effectively with employees and customers. Must have knowledge of safety requirements for working around heavy and power equipment, construction sites, high voltages and in confined spaces. The position requires the individual to apply common sense understanding in carrying out instructions furnished in written, oral, or diagram form and be able to solve day-to-day problems, which may occur in stressful environments.

EQUIPMENT TO BE USED

Must be able to operate District light duty trucks, forklifts, compressors, jackhammers, a wide range of hand and power tools, and other equipment common to a water system. Must also be able to use radio and telephones to communicate.

PHYSICAL DEMANDS

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb stairs and ladders or balance and is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell. Maintenance Workers must be able to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Personal protective equipment provided by the employer is regularly required to be worn. The employee must have the ability to be able to wear and operate a half and full face air purifying respirator and a supplied air system.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The Maintenance Worker is normally required to work in an outdoor environment, which frequently consists of hillsides and uneven terrain and exposure to allergens. In addition the employee may work in the industrial environment of the water treatment plant, well fields, pipelines, support-structures, and construction sites, confined space environments and is frequently exposed to moving mechanical parts.

The employee is occasionally exposed to interior wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is occasionally loud. The employee is a designated Emergency Services Worker and is occasionally called upon to work overtime or odd schedules.

SPECIAL REQUIREMENTS

The individual must possess a current California Operators license and have a good driving record. A driving record provided by the Department of Motor Vehicles showing less than two (2) points assessed within the last 36 months and/or no serious or multiple traffic violations or accidents or failure to appear notices within the last 36 months.

The applicant will agree to submit to and pass the District's pre-employment, post-offer medical examination including drug and alcohol screening performed by a physician chosen by the District. The applicant will agree to authorize background reference checking with past employers and personal references.

Employee must possess or obtain within 18 months of hire a Grade 1 or higher Water Distribution Certificate.