

# NEVADA IRRIGATION DISTRICT

## Job Description

Job Title:	Utility Worker I/II	Reports To:	Maintenance Supervisor
Salary Range:	<a href="#">A53 / A73</a>	Approved by Board of Directors:	10/10/2012
FLSA Status:	Non-exempt	Unit:	<a href="#">Field</a>
<i>Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <b>not</b> intended to reflect all duties performed within the job.</i>			

### **Definition**

To perform a variety of semi-skilled work in the construction, installation, maintenance, and repair of District water storage facilities, raw and treated water conveyance and water distribution systems, and related facilities; and to operate a variety of light and medium construction equipment and vehicles.

### **Distinguishing Characteristics**

**Utility Worker I:** This is the entry level class in the Utility Worker series. Positions in this class typically have little or no directly related work experience. The Utility Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

**Utility Worker II:** This is the journey level class in the Utility Worker series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

### **Supervision Received and Exercised**

#### **Utility Worker I**

Receives immediate supervision from an assigned supervisor; may receive technical and functional supervision from higher level staff.

#### **Utility Worker II**

Receives general supervision from an assigned supervisor; may receive technical and functional supervision from higher level staff.

### **Essential Function Statements**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

1. Construct, install, maintain, and repair a variety of District water systems and conveyance facilities, pumping stations, canals, pipelines, drainage facilities, reservoirs, buildings and grounds.
2. Work from sketches, diagrams, and engineered drawings; construct and set simple forms; bend and tie rebar and set grade according to specifications; pour and finish concrete for construction or repair of concrete structures.

3. Install, maintain, and repair water service lines, treated water pipelines, hydrants, water meters and other treated water distribution systems; prepare surfaces and apply protective paints or compounds to pipes, pumps, and related structures.
4. Operate construction and power equipment such as compressors, jack hammers, paint sprayers, asphalt grinders, and concrete saws; load and transport equipment, supplies, and materials to work site.
5. Perform excavation, trenching, and re-fill of work areas for installation, maintenance or repair of pipelines and related underground facilities; coordinate with the underground service alert system (USA) to locate and mark utility services and facilities.
6. Clean and resurface raw water canals, reservoirs, and spill channels; clear and remove debris, trees, and brush from ditches, canals, reservoirs, and embankments; construct temporary and emergency facilities and systems as needed; rebuild meters and respond to emergency leaks.
7. Inspect dams for leakage and deterioration from rodent and/or vegetation growth; report to supervision necessary repairs.
8. Patch, repave, or repair roadways, sidewalks, and curbs affected by District maintenance and repair activities; provide traffic control during routine construction and maintenance work and in emergency situations by installing barricades and cones and directing traffic around work sites.
9. Install and repair fencing, bridges, and cattle guards; gravel and drag roads, mow and hoe weeds around bridges and other structures; perform minor repairs and adjustments to radial gates, checks and turnouts.
10. Perform various routine maintenance duties including painting, mowing, and debris removal and trash pick-up and disposal.
11. Keep and maintain logs and records of work performed and supplies and materials used.
12. Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
13. Perform related duties as assigned.

### **Qualifications**

#### **Utility Worker I**

##### **Knowledge of:**

- Operation and use of light and medium construction equipment.
- Use and care of various hand and power tools.
- Materials, tools, equipment and procedures used in public works construction and maintenance activities.
- Principles and procedures of record keeping.
- Principles and practices of customer service.

Ability to:

- Learn to perform a variety of semi-skilled work in the construction, installation, maintenance, and repair of District water storage facilities, raw and treated water conveyance, water distribution systems, and related facilities.
- Learn proper application and use of equipment, tools and materials used in repair and maintenance of water systems and conveyance facilities.
- Learn District facility locations and system routes; pipe disinfection methods; various utility overlaps, and correct property access methods.
- Learn pertinent Federal, State, local and District regulations related to maintenance and repair of water systems and associated environmental concerns.
- Perform heavy manual labor.
- Learn to operate and use modern office equipment including a computer and applicable software.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Responsibility to:

- Obey safe work practices, procedures, and regulations including wearing protective equipment and safety devices.
- Operate equipment in a careful and safe manner.
- Acknowledge the use of safeguards by other employees.
- Report any removal, displacement, damage, destruction, or tampering of safety devices, safeguards, notices or warnings.
- Report any safety risks or hazards to your supervisor or other management personnel.
- Report to your supervisor or other management personnel any work assignment that you feel would require you to perform the work in an unsafe manner.

Utility Worker II

In addition to the qualifications for the Utility Worker I:

Knowledge of:

- Principles and practices of construction and maintenance of water systems and conveyance facilities.
- Proper application and use of equipment, tools and materials used in repair and maintenance of water and conveyance systems.
- District facility locations and system routes; pipe disinfection methods; various utility overlaps, and correct property access methods.
- Pertinent Federal, State, local and District regulations related to maintenance and repair of water systems and associated environmental concerns.
- Modern office equipment including use of applicable computer applications.

Ability to:

- Independently perform construction, installation, maintenance, and repair of District water conveyance and water distribution systems.
- Perform work from sketches, diagrams, and engineered drawings.
- Operate and maintain a variety of hand and power tools.

- Maintain accurate logs and records.
- Safely operate a variety of light to medium power-driven equipment.
- Operate and use modern office equipment including a computer and applicable software.

### **Experience and Education Guidelines**

*Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

**Utility Worker I:** One year of public works repair and maintenance or general construction experience is desirable.

**Utility Worker II:** Two years of responsible experience similar to Utility Worker I with the Nevada Irrigation District.

#### **Education:**

Equivalent to completion of the twelfth grade.

#### **License and Certificate:**

**Utility Worker I/II:** Possession of, or ability to obtain, a valid California driver's license.

**Utility Worker II:** Possession of a valid California Department of Public Health Water Distribution Operators Certificate, Grade 1 (D1).

### **Working Conditions**

#### **Environmental Conditions:**

Work is performed in an outdoor environment on a year-round basis subject to outdoor weather conditions including extreme heat and cold and to wet, humid conditions, fumes and/or airborne particles. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic or caustic chemicals and risk of electric shock.

#### **Physical Conditions:**

Essential functions may require maintaining physical condition necessary to sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 75 pounds or less.

#### **Mental Conditions:**

Essential functions may require maintaining mental condition necessary to know and understand maintenance activities, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others; handle conflict.