

Corbett Water District Employee Position Description

Utility Worker

JOB TITLES: Utility Apprentice, Utility I, Utility II

PURPOSE OF POSITION: Work and/or assist in the operation and maintenance of the District's water distribution system and water treatment plant, including continuing operation and routine maintenance all components of the systems.

ESSENTIAL JOB FUNCTIONS:

Operation and routine maintenance of water treatment plant. Perform daily/weekly/monthly and annual duties to include but not limited to, testing, sampling, valve operation, monitoring, data recording, general housekeeping and other functions of water treatment.

Installation, repair and maintenance of water meters, service lines, mains, piping, valves, fire hydrants, reservoirs and other appurtenances. Flush and disinfect installed water lines, and inspect for water leaks. Take water samples for chlorine and bacteriological testing

Read and record water meters for customer usage. Distribute notices and turn on/off water meters. Chlorinate and test water lines in new water service hook-ups.

Perform routine custodial/maintenance duties to keep buildings, furnishings and grounds clean and in good appearance. Perform landscaping to include mowing, weeding, and tree removal.

Work and /or assist in the inspection and the maintenance of equipment such as chemical pumps, transmission lines, meters, reservoirs and other equipment and facilities related to the water distribution and storage processes for operation.

Learn safe operation of trucks, excavation equipment, as well as various construction equipment, to include hand and power tools in the performance of duties. Perform preventive maintenance and limited service on equipment. Operate snow removal equipment as needed.

Follow all safety rules and procedures established for work areas.

Respond to afterhours emergencies on a rotating on-call basis.

AUXILIARY JOB FUNCTIONS: Provide information to the District customers and others regarding operations, problems, etc. Maintain work areas in a clean and orderly manner.

MANDATORY REQUIREMENTS: Ability to acquire knowledge of principles and practices of operation, repair and maintenance of water distribution system, chemicals, safe operation of equipment required in position and related record keeping requirements. Equivalent to high school, or any satisfactory combination of experience and training which demonstrates the

knowledge, skills and abilities to perform the above duties. Perform all functions and duties in a safe manner using the appropriate PPE.

DESIRABLE REQUIREMENTS: Possession of- Water Distribution Level II certification, Water Treatment Plant Operator I certification, Cross-Connection Specialist, Backflow Assembly Tester, Filtration Endorsement, Oregon State certified flagging card, Competent Person training, Confined Space training, CPR/First Aid certification

SPECIAL REQUIREMENTS/LICENSES: All positions need a valid driver's license.

Utility Apprentice: Works under the guidance of other Utility I and II positions, no special certification required (must obtain Water Distribution I certification within 1 year of hire)

Utility Worker I: Able to work independently or under minimal supervision, Water Distribution I certification required.

Utility Worker II: Acts as a work leader in the field and SME, Water Distribution II, Water Treatment I, Cross-Connection Specialist, required

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, walk, bend, kneel, communicate, reach, and manipulate objects, tools, and controls. Position duties require lifting materials weighing up to 80 pounds. Activity and types of duties performed require manual coordination and dexterity.

WORKING CONDITIONS: Work is performed in a wide variety of environments including laboratory, water treatment plant, confined spaces, outside conditions to include inclement weather. Exposure to dust, fumes, oils, and chemicals, pollens, wet conditions. Position performs "on call" services after normal work hours to include evenings and weekends.

SUPERVISION RECEIVED: Works under the supervision of the District Manager.

THIS POSITION DESCRIPTION COVERS MOST OF THE SIGNIFICANT DUTIES PERFORMED BUT IS NOT INTENDED TO BE ALL ENCOMPASSING, OTHER DUTIES MAY BE ASSIGNED AT THE DISCRETION OF THE DISTRICT MANAGER, THESE DUTIES WOULD BE IN CONFORMITY WITH THE REASONABLE EXPECTATIONS OF THIS TYPE OF POSITION