



City of Woodland

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**SENIOR UTILITIES MAINTENANCE WORKER  
WATER DISTRIBUTION**

**DEFINITION**

To perform a variety of skilled work involving the construction, maintenance and repair of the City's water distribution system and to provide lead supervision to a large crew of lower level utility maintenance personnel. Act as the Utilities Maintenance Supervisor in the absence of the incumbent.

**SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by a Utilities Maintenance Supervisor. Responsibilities include providing lead supervision and training for semi-skilled and skilled water utility maintenance personnel. Positions assigned to this class perform the full range of duties normally expected of the Utility Maintenance Worker series. It is distinguished from the Maintenance Worker III classification in that positions assigned to this class are expected to assume lead supervision over a crew of Utility Maintenance Workers I, II and/or III's and act as an assistant to the Chief Water System Operator.

**EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

**ESSENTIAL JOB FUNCTIONS**

Act as a lead worker for a large crew of utility maintenance workers on assigned projects. Assist in the scheduling of operations, maintenance and repair work; ordering of materials; and maintain routine records including utilization and tracking of budgetary items and projects. Assist in the training, supervision, and evaluation of assigned crew members. Perform duties in the advanced journey level operation, maintenance and repair of water distribution systems. Assist in the inspection of work of private contractors engaged in maintenance work for the City. Ensure appropriate traffic control during all phases of construction projects. Drive vehicles as required. Regular, predictable, consistent and timely attendance is an essential function of the position, in that Employee must be present to work on facilities and equipment impacting the public's health and safety

**OTHER JOB FUNCTIONS**

Respond to public service calls and complaints. Serve in a standby status after regular working hours and respond to emergency call-outs. Assist in the evaluation of operations and activities and make recommendations for improvements and modifications. Assist in the preparation of reports, inquiries and projects. Instruct subordinates in proper work techniques of equipment and safety precautions and requirements. Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Methods, tools, and materials used in water distribution system operation, maintenance and repair. Hazards associated with the assigned work and proper safety precautions including appropriate traffic control devices. Water distribution system regulations, ordinances and rules. Principles of supervision and training.

### **Skill to:**

Perform highly skilled operation, maintenance, construction and repair work in the area of work assigned. Use and operate hand tools, mechanical equipment, and power tools required for the work in a safe and efficient manner. Act as a lead worker for a large crew of maintenance personnel. Read and interpret basic maps and blueprints. Maintain routine records. Communicate effectively, both orally and in writing. Supervise and train less experienced personnel.

### **Ability to:**

Interact effectively and courteously with the public. Implement new and existing operation, construction, and maintenance work procedures and practices. Operate and maintain machinery and equipment related to the maintenance, repair and alterations of water distribution systems. Maintain and repair light power equipment. Perform heavy manual labor. Accurately collect and enter data in an electronic format. Assist in the development and analysis of regulatory and operational reports. Interpret and apply policies and procedures. Establish and maintain effective work relationships with those contacted in the performance of required duties.

### **Minimum Education and Experience:**

#### **Education:**

High School Diploma or equivalent supplemented by coursework or training in water distribution, production, treatment, or a closely related field.

#### **Experience:**

Two years of experience performing duties comparable to those of a Utilities Maintenance Worker III, Water.

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

Required upon hire, possession of a current California Department of Public Health, Distribution Operator, Grade 3 certificate; valid Class B California Driver's License with a Tank and Air Brake Endorsement. Possession of a current California Department of Public Health, Distribution Operator, Grade 4 certificate; Cross Connection certification, valid Class

A California driver's license, First Aid, and CPR certifications are required prior to permanent appointment. A California Department of Public Health, Water Treatment Operator, Grade 3 certificate is highly desirable.

## **ADA COMPLIANCE**

**Physical Ability:** Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Very Heavy Work:** Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### **Other Requirements:**

**Sensory Requirements:** Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

**Environmental Factors:** May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions, intense noises, and environmental dangers.

**COUNCIL ACTION: December 2013**