



Job Classification:	Utility Worker I/II/Senior
Representation:	SEIU Local 1021 Union
FLSA:	Non - Exempt
Effective Date:	November 2021

Classification specifications, i.e., Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

Summary

Under general supervision an incumbent in this classification performs underground construction repair, installation, inspection, preventive and corrective maintenance activities on District water and wastewater pipelines and facilities water and wastewater facilities and equipment. In addition, incumbents will perform new construction and perform other duties as assigned.

For a Senior Utility Worker – Oversees the District’s Underground Crew activities through project control, and administration, overseeing project subcontractors, ensuring record of staff time and project costs are completed and submitted in accordance with District policy; performs basic supervisory duties of Utility Workers I/II through direct supervision and training. No direct supervision of staff is exercised by the Utility Worker I and II levels; A Utility Worker II may be directed to serve as lead worker on individual projects or assignments; Utility Worker Senior exercises direct supervision over assigned personnel, vendors, contractors, and subcontractors.

Distinguishing Characteristics

The levels in this class are distinguished by the amount of experience in the construction and installation of underground utilities, general construction and fabrication skills, the ability to use independent judgment in completing assigned tasks with minimal direction supervision, ability to complete work of a consistently high quality, and exercise good problem-solving skills in overcoming challenges during the course of work.

Incumbents in all levels must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.

Utility Worker I is the entry-level class. Under close supervision incumbents learn District standards, systems, facilities, practices and procedures. Incumbents may possess craft-level skills in one or more areas of construction but are not yet full journey status.

Utility Worker II is the full journey-level of the Utility Worker class. Incumbents in this level demonstrate thorough knowledge of state and local regulations and requirements regarding the installation and construction of underground utilities.

Utility Worker Senior is the supervisory level of the classification series. In addition to having full knowledge of the District's required construction skills and activities an incumbent will have proven demonstrated experience in other types of skills including critical thinking problem solving in the field, and supervisory skills in leading assigned personnel including the writing and providing of employee performance evaluations.

Essential Duties - *The following duties are typical for this position and are done to differing levels of complexity and under differing levels of supervision depending upon the experience and training of the incumbent. Higher levels of the classification are expected to completely undertake the duties listed, while lower levels may require instruction and assistance, or may accomplish only a portion of a listed activity. Depending upon the assignment, an incumbent may be required to perform additional or different duties from those set forth below to address District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Participates in the construction, maintenance, and/or repair of the District's underground water distribution and treatment systems, wastewater collection and treatment systems, and associated facilities, including wastewater collection main and lateral service connections.
- Performs heavy manual labor including digging, lifting, setting, fitting, attaching, rigging, etc., under varying weather conditions.
- Builds, replaces, repairs, and adjusts manholes, frames and covers, catch basins and other drainage facilities; sets roadway valve box casings as required.
- Constructs, installs, troubleshoots, and repairs potable water pipelines, fittings, valves, and fire hydrants; and taps and repairs water service lines; performs testing to integrity of all fittings.
- Assists with maintenance activities as directed, including installation and repair of fire hydrants, water meters, valves, and pumps of various types, identifying and troubleshooting leaks.
- Operates various hand and power tools, including but not limited to a jackhammer, pavement breakers, pick, shovel, various wrenches, air compressors, rodding and/or boring machines, pumps of various types; various jet-wash/vacuum trucks, saws, and nail guns.
- Removes and replaces various types of paving.
- Constructs and sets forms, fabricates steel reinforcements, and pours concrete for footings, foundations, and flatwork; finishes exposed aggregate concrete.
- Performs carpentry through the lay out and installation of sub-flooring, flooring, boardwalks, stairs, and platforms; constructs inner and outer walls on buildings; constructs or replaces roofs, plumbing, electrical, and heating and cooling systems; installs sinks, toilet facilities, showers, water heaters, and other fixtures; paints buildings and other structures using sprayers, brushes, or rollers; applies other interior finishes.
- Operates vehicles and related heavy equipment including trucks, backhoes, video trucks, and related construction equipment.

- Sets up traffic control and safety equipment per District safety practices and OSHA; Notifies supervisor of the need for additional materials, repairs, or maintenance; and prepares and makes notes to work orders and service requests.
- Services and maintains equipment in a clean and orderly condition and makes minor repairs as needed.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

Senior level of the class will have added duties and responsibilities, including, but not limited to:

- Using software including GPS, GIS, scheduling, progress reporting, and cost management software tools as directed by the District.
- Effectively managing subcontractors and District staff to ensure on-time and on-budget project delivery.
- Maintain daily logs of activity of the Underground crew.
- Participating in design and constructability reviews.
- Assisting in the preparation of construction project budgets.
- Ensuring standards for construction projects are met including project plan, specifications, schedules, environmental compliance requirements, and safety program.
- Assisting in planning and scheduling the District's construction projects for the upcoming budget year.
- Assisting in the selection Utility Workers; motivates and evaluates personnel; works with employees to correct deficiencies; initiates discipline procedures if necessary; appropriately routes other personnel or staff needs and issues.

Qualifications

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.

Knowledge of:

- Methods, principles, and practices typically applied in the underground water and wastewater pipelines, pumping and lift stations, and related facilities as well as the construction, installation and repair of water distribution and wastewater collection systems.
- One or more areas of the building trades preferably in pipefittings, paving, carpentry, fabrication, and concrete.
- OSHA, Cal/OSHA, and District safety rules and regulations, particularly associated with construction of underground utilities, identification of precautions for and emergency response to biological, chemical, electrical, and mechanical hazards, asphyxiating, toxic and explosive gases and vapors and confined space entry.

- Knowledge and use of appropriate personal protective equipment.
- Basic principles and practices of equipment servicing and repair.
- Basic mechanical, electrical, and hydraulic principles.
- Power tools and their safe handling; various machines and heavy equipment and their safe handling.
- Basic mathematical calculations including fractions, decimals, percentages, and the metric system.
- Basic knowledge of construction scheduling for timely arrival of equipment and materiel.
- Applicable laws, codes, and regulations applicable to the construction/installation assigned.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, and preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.

Ability to:

- Perform skilled and semi-skilled work related to the installation, inspection, maintenance, and repair of underground water and sewer lines and pump and lift stations.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Respond effectively to emergency situations and troubleshooting such situations.
- Safely use hand and power tools
- Safely drive and operate vehicles, trucks (automatic and manual transmission_ and hydrovactor equipment.
- Read meters and gauges and measuring devices efficiently and recording accurate information and interpret data and/or results.
- Read, interpret, and work from plans, maps, manuals, specifications, and other like documentation.
- Use mathematics for construction related calculations.
- Maintain accurate records of work performed which includes construction records and status reports.
- Principles of purchasing, in accordance with District policies and procedures.
- Adapt to changing technologies and learn functionality of new equipment and systems
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand, and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment.
- Operate a computer for the effective operation of the Department including Microsoft

- Office suite software for word processing, database, spreadsheet, e-mail, and internet.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants, and the public in one-to-one and group settings.
- *For Senior Construction Worker* – plan, direct, and control the administration and operation of the Underground Utility Worker crew, under general guidance; budget preparation principles; effectively supervise a crew.

Education and Experience – *Any combination of education and experience which would likely provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

All Levels Must Have: Equivalent to graduation from high school supplemented by applicable college or technical school training, be 21 years of age due to experience required in handling specialized and heavy equipment and be eligible to work in the United States.

Utility Worker I: Minimum three (3) years prior experience in general construction or two (2) years of experience in construction, installation, and repair of underground utilities.

Utility Worker II: Six (6) years total construction experience with at least three (3) full years of experience at a level equivalent to that of a Utility Worker I.

Utility Worker Senior: Nine (9) years total construction experience with at least four (4) full years of experience at a level equivalent to that of a Utility Worker II.

Licenses and Certifications

Utility Worker I: Must obtain a California Distribution grade I certification and a valid Class A California Driver's license issued by the California Department of Motor Vehicles with tank and air brake endorsements within the first year of employment. *A CWEA Collections grade 1 certification is desirable.*

Utility Worker II: Must possess a California Distribution grade I certification, a valid Class A California Driver's license issued by the California Department of Motor Vehicles with tank and air brake endorsements, and a Backhoe certification. While in this classification incumbents must obtain a California Distribution grade 2 and a CWEA Collections grade 1 certification.

Utility Worker Senior: Must possess a California Distribution grade 3 certification, a valid Class A California Driver's license issued by the California Department of Motor Vehicles with tank and air brake endorsements, a Backhoe certification, and a CWEA Collections grade 2 certification. *A California Distribution grade 4 certification is desirable.*

Physical Requirements

While performing the duties of this job, the employee is regularly required to walk long distances, stand, sit; exert considerable physical effort involving stooping/kneeling, pushing/pulling, climbing/balancing, lifting/carrying, bending, and performing other similar actions during the

course of the workday. Incumbents require sufficient mobility to work in a field setting with exposure to a variety of weather conditions, slippery and uneven surfaces. While performing the job duties the incumbent is required to operate hand tools and equipment and transport materials and supplies weighing up to 95 pounds; use fine and gross motor coordination in using numerous maintenance, power, and hand tools, and equipment and machinery; reach with hands and arms; travel regularly by vehicle for District related duties; use standard office equipment; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment

Work both indoors (generally in a typical office or warehouse setting) and outdoors are required. While performing the duties of this job outdoors, the working conditions are of a varying degree, from snow to extreme heat. Additionally, incumbents in this position will have exposure to cleaning supplies, solvents, dusts, and other outdoor environmental elements. While performing the duties of this job indoors, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel between District facilities will be necessary via District vehicle for District related duties and activities.