



Job Classification:	Construction Worker I / II / III / Senior
Wage Schedule Range:	13 / 15 / 17 / 19
FLSA:	Non - Exempt
Effective Date:	September 2007 (I/II/III), February 2008 (Senior only)
Revision Date:	February 2010, May 2012, February 2018

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, performs new construction, repair, installation, preventive and corrective maintenance activities on District water and wastewater facilities and equipment. In addition, as needed, incumbents in this class perform underground televised water and wastewater line inspection and hydrocleaning of sewer lines; assist in inspecting and performing preventive maintenance of water/wastewater pipelines and facilities, servicing and mechanical repair of stationary pump and lift stations and mobile equipment; read water meters and record consumption; clean, inspect, and repair water meters; and perform other duties as assigned.

For a Senior Construction Worker – assists in overseeing the District’s construction 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.

Supervision Received and Exercised

Direct supervision and training is given to Construction Worker I, II, and III levels by the Senior Construction Worker or the Senior Supervisor for Construction/Inspection under general guidance of the Director of Utility Services or the delegated Deputy. No direct supervision of staff is exercised by Construction Worker I or II levels; Construction Worker III may be directed to serve as lead worker on individual projects or assignments; Construction Worker Senior exercises direct supervision over assigned personnel, vendors, contractors, and/or subcontractors.

Distinguishing Characteristics

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

Construction 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.

Construction Worker II is capable of performing a wide variety of construction and repair tasks to ensure that District systems and facilities are built and maintained in a safe and effective working condition. While incumbents may possess craft or journey- level skills in one or more areas of activity, all are expected to be able to perform basic maintenance and repair in all areas of assigned work.

Construction Worker III is the full journey-level of the Construction Worker class. Incumbents in this level demonstrate thorough knowledge of state and local regulations and requirements regarding the installation/construction of underground utilities, leading a work group, complete special assignments, advanced training and certification requirements.

Construction Worker Senior exists as a promotional opportunity only. This level, in addition to having full knowledge of the District's required construction skills and activities. has demonstrated experience in other types of skills including critical thinking, and the ongoing proper application of resources to resolve problems in the field. This level will have obtained training in safety, supervision and basic management, and will perform employee evaluations.

Essential Duties - *The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or 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.*

Please Note: The duties shown 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 construction worker class are expected to completely undertake the duties listed, while lower levels may require instruction and assistance, or may singly accomplish only a portion of a listed activity.

- Participates in the construction, maintenance, and/or repair of the District's 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 pipe lines, 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 jackhammer, pavement breakers, pick, shovel, various wrenches, air compressors, rodding and/or boring machines, pumps of various types; various jet-wash/vacuum trucks, saws, 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 installation of sub-flooring and flooring; 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;; constructs boardwalks, stairs, and platforms.
- Operates vehicles and/or related heavy equipment including trucks, backhoes, video trucks, and related construction equipment as required.
- Sets up traffic control and safety equipment when required by District safety practices and OSHA; Notifies supervisor of the need for additional materials, repairs or maintenance; and prepares work orders or notes service requirements.
- Services and maintains construction and mobile 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.

Higher levels of the class may have added duties/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 for the construction crew.
- May participate in design and/or constructability reviews.
- Assisting in the preparation of construction project budgets.
- Ensure standards for construction projects are met including project plan, specifications, schedules, environmental compliance requirements, safety program
- Assisting in planning/scheduling the District's construction projects for the upcoming budget year.
- May assist in selecting construction 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.
- Prepare initial drafts of Storm Water Pollution Prevention Plans (SWPP).

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 to the construction, installation and operation water distribution and/or wastewater collection systems, including underground water and wastewater collection lines and pumping/lift stations and related facilities.
- One or more areas of the building trades, including carpentry, fabrication, concrete, pipefitting, and/or paving.
- 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/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, 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. pump and lift stations, as well as .
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Respond effectively to emergency situations and troubleshooting such situations.
- Safely using hand and power tools related to the work and driving and operation trucks and hydrovactor equipment.
- Read meters and gauges and measuring devices efficiently and recording accurate information, and interpret data and/or results.

- Drive manual transmission vehicles/trucks.
- 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 such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including 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 Construction team, under general guidance; budget preparation principles;

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: Equivalent to graduation from high school supplemented by applicable college or technical school training.

Construction Worker I: Minimum three (3) years prior experience in general construction or two (2) years of experience in construction/installation of underground utilities.

Construction Worker II: Five (5) years total construction experience with at least two (2) full years of experience at a level equivalent to that of Construction Worker I.

Construction Worker III: Eight (8) years total construction experience with at least three (3) full years of experience at a level equivalent to that of Construction Worker II.

Licenses and Certifications

Construction 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.*

Construction Worker II: Must possess 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 as well as a Backhoe certification. While in this classification incumbents must obtain a California Distribution grade 2 and a CWEA Collections grade 1 certification.

Construction Worker III and Senior: Must possess 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, a Backhoe certification, a California Distribution grade II, and a CWEA Collections grade 1 certification.

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 such as computers, copiers, and FAX machines; 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.

Additional Requirements

- 21 years of age due to experience required in handling specialized and heavy equipment.
- Eligible to work in the United States.
- Must be available for regular weekly on-call, emergency standby, and to be called back and work emergency overtime as required.