



## Lake Whatcom Water & Sewer District Job Description

**Job Title:** Maintenance Worker I

**FLSA Status:** Non-Exempt

**Reports To:** Maintenance Supervisor

**Revision Date:** May 25, 2011

### **POSITION PURPOSE:**

Performs a variety of maintenance and operations duties in all phases of the District's water distribution system, wastewater collection systems, water treatment plants, and reservoirs. Incumbents perform manual labor in supervised repairs including maintenance, inspection, installation, meter reading and adjustment of all water distribution and sewer collection system components. Works as part of an assigned crew and may receive specialized assignments as technical skills are gained.

This position is an entry level position to the District's Maintenance Worker II position. Incumbents are expected to meet all necessary performance and certification requirements and be eligible for promotion to the Maintenance Worker II Position within two years of employment.

### **REPORTING RELATIONSHIPS:**

Reports to the Maintenance Supervisor who assigns and evaluates work. May also receive work assignments, training and direction from higher level maintenance and operations staff.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES** include but are not limited to the following:

- Installs, services, and repairs the District's water and sewer facilities; repairs water and sewer line leaks, flushes water systems, operates vacuum jetting truck to clean out manholes and plugged sewers; installs valves, sets meters; services, installs, and repairs hydrants, taps water and sewer mains for new connections and cut ins for new water mainline construction; maintains and repairs water and sewer lines, lift and pump stations and other District-owned buildings and property. Restores work area to original condition.
- Assists Utility Systems Support Specialist as needed in performing a variety of meter reading duties including accurately read and record meter readings using the hand held meter reading devices in a timely manner for billing purposes, maintains meters to insure accurate registration and ease of reading.; identifies leaking, hard to read, or broken meters and repairs or replaces them; turns water services on and off and verifies meter readings.
- Performs accurate pressure checks; calculates water volumes, velocities, and distances.
- Responds to on-site inquiries and talks with property owners and contractors regarding work being performed and the impact that the work may have on their property.
- Operates, services, and maintains a variety of heavy equipment and small equipment and tools used to repair water and sewer facilities.
- Accurately completes work orders according to time and materials specifications, daily work reports, recording time, labor, materials, and equipment requirements and works with supervisory personnel to perform final inspections of projects.
- Identifies and locates the District's water and sewer utilities as requested.
- Assists in inspecting side sewers, new connections and other field checks.

- Checks for hazardous conditions and sets up barricades, warning signs, and other public safety devices and controls traffic by flagging.
- Responsible for following all State, Federal, and District safety regulations.
- After satisfactory training, works “on-call/standby” rotation when required.
- Performs minor building maintenance and repairs such as carpentry, painting, and plumbing.
- Performs other related duties and/or special projects as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Landscaping and grounds maintenance equipment, basic hand tools and small power tools.

#### **Ability to:**

- Follow safety rules and regulations;
- Work in confined spaces;
- Learn trenching and shoring regulations, procedures and practices;
- Learn and understand standards and regulations used in the installation of water and sewer systems;
- Operate construction equipment such as backhoes, jetting and vacuum truck, jackhammers, and cut-off saws;
- Operate hand tools;
- Use computers, automated time and attendance and work order systems;
- Read blueprints, as-built sketches and maps;
- Communicate and apply applicable interpersonal skills in interactions with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Experience/Education:** Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

**Experience:** Two years experience in the electrical, mechanical, construction or industrial trades is desired, but not required.

**Education:** High School Diploma or GED.

### **Licensing/Certification Requirements**

- Valid Washington State Driver’s License at time of employment.

Within six months of employment possess and obtain:

- Washington State Flagging/Traffic Control Card
- Washington State First Aid Card.

Within one year of employment possess and obtain:

- Washington State Commercial Driver’s License
- Water Treatment Plant Operator-in-Training Certification

Within two years of employment possess and obtain:

- Water Distribution Manager I Certification
- Cross Connection Control Specialist Certification.

### **WORK ENVIRONMENT:**

Work is performed primarily outdoors where there is exposure to varying weather conditions, automobile traffic, hazards from operating various power tools and equipment, loud noises and noxious fumes. The work involves exposure to various risks working around equipment and in close proximity to roadway traffic, which requires employees to use protective clothing, self-contained breathing apparatus, and other safety equipment, and follow established safety procedures. Work requires travel to various work sites throughout the District. Incumbents are subject to 24-hour on-call/standby as assigned to resolve customer problems and/or perform emergency maintenance and repair after normal working hours on nights, weekends, and holidays.

Work is typical performed outdoors in all types of weather, where conditions may be dirty, uncomfortable and hazardous, and in-doors in a noisy and hazardous environment. Exposure to physical hazards from loud noises, chemical, electrical and mechanical systems, domestic and wastewater, confined spaces, traffic and other dangers. Incumbents are subject to 24-hour call-back/standby as assigned to resolve customer problems and/or perform emergency maintenance after normal working hour on nights, weekends, and holidays and be available for call-back to work or assist in emergency repairs.

Work is performed using equipment such as a sewer vactor truck, dump truck, air compressor, hole hog, backhoe, and pickup truck, and a variety of power and hand tools such as wrenches, shovels, drills, saws, and specialized equipment such as video inspection camera, air monitoring meters and confined space entry gear.

### **PHYSICAL REQUIREMENTS:**

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, sitting, pushing, pulling, lifting, finger dexterity, grasping, feeling, talking, hearing, seeing, smelling and repetitive motions for an entire day.

Very heavy work: Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

**Approved: May 25, 2011**

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**Patrick Sorensen, General Manager**