



## Lake Whatcom Water & Sewer District Job Description

**Job Title:** Maintenance Worker I

**FLSA Status:** Non-Exempt

**Reports To:** Operations & Maintenance Manager

**Revision Date:** March 29, 2021

### **POSITION PURPOSE:**

Assists in the maintenance and operation of the District's water treatment, storage and distribution systems, and the District's sewage collection and conveyance system, including varied manual work, maintaining electronic equipment and systems, and operating heavy and specialized equipment. 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, promotion to which is dependent upon meeting all performance and minimum certification requirements for that position.

### **REPORTING RELATIONSHIPS:**

Reports to and receives instruction, work assignments, and performance evaluations from the Operations & Maintenance Manager. May also receive work assignments, training and direction from Maintenance Worker Lead.

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

- Works with the Operations & Maintenance Manager, Maintenance Worker Lead and other District personnel to safely and efficiently complete required maintenance and operation tasks;
- Installs, services, and repairs the District's water and sewer systems, including water and sewer lines, sewer lift and water pump stations, water reservoirs, hydrants, and associated system valves and appurtenances;
- Installs valves, lines and meters associated with new water services, and taps water and sewer mains for new connections and cut-ins for new water mainline construction;
- Performs a variety of maintenance and repair activities on District-owned buildings and property, such as carpentry, painting, and plumbing;
- Assists Utility Systems Support Specialist as needed in performing a variety of duties, including meter reading, maintenance, repair and replacement, utility locating, and collection of water system samples;
- Performs accurate pressure checks, and calculates water volumes, velocities, and distances;
- Responds to customer inquiries and complaints in a prompt, courteous, understanding, and respectful manner;
- Operates a variety of equipment including dump trucks, sewer vacuum/jetter truck, backhoe, forklift, boom lift, air compressor, mowers, etc., in a safe and efficient manner;
- Accurately completes required work orders, daily time sheets, equipment reports and other relevant reports, and works with supervisory personnel to perform final inspections of projects;
- Assesses hazardous conditions prior to site work, 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 and certification attainment, works "on-call/standby" rotation when required; and
- Performs other related duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Knowledge of:**

- Safe and effective operation 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; and
- Communicate and apply interpersonal skills to interact with coworkers, supervisor, and the general public at a level to sufficiently and respectfully exchange or convey information and to receive work direction.

### **Experience/Education:**

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

**Experience:** Two (2) years of experience in the electrical, mechanical, construction or industrial trades is desired, but not required.

**Education:** High school diploma or GED equivalent.

### **Licensing and Certifications Required:**

- Valid Washington State Driver's License

Within six (6) months of employment possess and maintain:

- Washington State Flagging/Traffic Control certification
- OSHA-compliant CPR/First Aid/AED certification

Within one (1) year of employment possess and maintain:

- Water Treatment Plant Operator-in-Training certification

Within two (2) years of employment possess and maintain:

- Class A Commercial Driver's License with tanker, air brake, and manual transmission endorsements
- Water Distribution Manager Class I certification
- Cross-Connection Control Specialist certification

## **WORK ENVIRONMENT:**

Primarily performs work outdoors in all types of weather, where conditions may be dirty, uncomfortable and hazardous, and in-doors in a noisy and hazardous environment where there is exposure to physical hazards from loud noises, chemical, electrical and mechanical systems, domestic wastewater, confined spaces, traffic and other dangers. Position is subject to 24-hour call-back/on-call as assigned to resolve customer problems and/or perform emergency maintenance/repair after normal working hours. This position may require working in excess of 8 hours per day or 5 days per week. Travel for training purposes and to commute to other governmental agencies is required.

## **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: March 29, 2021**

A handwritten signature in blue ink, appearing to read "Justin Clary". The signature is written in a cursive, flowing style.

**Justin Clary, General Manager**