



Lake Whatcom Water & Sewer District Job Description

Job Title: Maintenance Worker I

FLSA Status: Non-Exempt

Reports To: Operations & Maintenance Manager

Revision Date: April 4, 2025

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 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 or 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, maintains, 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, service lines, and meters associated with new water services;
- Performs a variety of maintenance and repair activities on District-owned buildings and property;
- 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;
- 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 time sheets, safety documentation, equipment reports and other relevant reports;
- 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, 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 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.

Licenses and Certifications Required:

- Valid Washington State Driver's License

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

- Washington State Flagging/Traffic Control certification
- Confined Space Awareness certification
- Trenching, Excavation, and Shoring Competent Person certification
- OSHA-compliant CPR/First Aid/AED certification

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

- Water Distribution Manager 1 certification

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

- Class B Commercial Driver's License with tanker endorsement and no restrictions
- Water Treatment Plant Operator 1 certification

WORK ENVIRONMENT:

Primarily performs work outdoors in all types of weather, where conditions may be dirty, uncomfortable, and hazardous, and indoors where there is exposure to physical hazards from loud noises, chemicals, electrical and mechanical systems, domestic wastewater, and other dangers. Work may take place near traffic, in confined spaces, or at heights up to 50 feet. 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 on nights, weekends, and holidays. 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: April 4, 2025

A handwritten signature in blue ink, appearing to read "Justin Clary". The signature is fluid and cursive, with the first name "Justin" and last name "Clary" clearly distinguishable.

Justin Clary, General Manager