

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## UTILITY WORKER I

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DEPARTMENT: WATER/WASTEWATER

FLSA OVERTIME STATUS: NON-EXEMPT

BARGAINING UNIT: OPERATING ENGINEERS LOCAL 3

APPROVED BY BOARD OF DIRECTORS - June 21, 2023

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**SUMMARY:** To perform a variety of unskilled and semiskilled routine duties in the construction, repair, and maintenance of water distribution and collection systems, drainage system maintenance; buildings and grounds maintenance; installation, maintenance and repair of water service lines and meters; to learn progressively more difficult tasks; and to perform other related duties as required.

**SUPERVISION:** Receives direct supervision from the Utility Supervisor.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs a variety of unskilled and semiskilled labor tasks in the construction and maintenance of water distribution and wastewater collection systems, drainage systems, roads, pipelines and other District facilities;
- maintains districts open channels and ditch systems;
- works in or around hazardous electrical panels and equipment; assists operations staff as needed;
- reads residential and commercial meters; maintains simple records and logs;
- performs a wide variety of maintenance work and other assignments according to District needs.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level position of the Utility Worker series. Incumbents in this class generally work under direct supervision in any of the work areas specified in the definition above. They perform less complex tasks and receive on-the-job training in the performance of more complex duties. Incumbents will be assigned specific duties according to the District's needs and the individual's ability. As an incumbent gains skill and performs more difficult work through experience and training and a desired level of proficiency is reached, promotion to a higher-level classification can be reasonably expected. In any of these assignments, incumbents may operate a variety of power driven

equipment and tools utilized in basic construction and maintenance activities.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Ability to perform a variety of unskilled and semiskilled work in construction, repair and maintenance tasks. Use basic hand tools. Learn to operate a variety of equipment and more complex equipment and work procedures. Perform strenuous manual labor. Read and write at the level required for successful job performance. Follow written and oral instructions. Work unusual shifts, weekends, evenings, and holidays when required. Establish and maintain cooperative working relationships.

**EDUCATION AND/OR EXPERIENCE:**

Any combination of training and experience, which would likely provide the required knowledge and ability, is qualifying. A typical way to obtain this knowledge and ability would be:

Minimum Education: High School diploma and/or equivalent.

One year of general laboring work, preferably including water distribution and collection systems repair, maintenance, or construction.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards and requirements are a condition of continuing employment.

Possession and maintenance of a Water Distribution 1 Certificate issued by the California Department of Health Services within 18 months of entering this position is required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to taste or smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to extreme cold, extreme heat, vibration, and risk of electrical shock.

The noise level in the work environment is usually moderate.

**COMMENTS:**

Employees appointed to positions in this class are required to be neatly groomed as needed to wear respiratory protection or other safety equipment.