



WATER SERVICE WORKER I
Construction Department

Range: 28
Starting Salary: \$29.81 per hour

JOB DEFINITION: Under close supervision, to perform heavy physical labor and a variety of manual tasks in relation to the construction, installation, maintenance, repair, and operation of public water lines and appurtenances, and all related facilities, services and equipment. All construction personnel are required to provide a minimum of one week emergency stand-by service monthly, and overtime as may be assigned.

SUPERVISOR: Construction Superintendent

REPORTS TO: Construction Crew Foreman

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This is the entry level position in the Water Service Worker series.

EXAMPLE OF DUTIES:

Dig trenches, lay and join pipe and connect valves and meters in the installation of water service to residences, industries and commercial property or in installing main lines; cut and replace concrete and asphalt in roads and sidewalks; locate and outline existing water lines in conjunction with USA Dig Alert; find and repair leaks in water mains and service lines; flush and chlorinate water lines and main lines; replace broken meters; install fire hydrants; barricade streets and direct traffic as necessary; clean water intakes and diversion boxes of debris; paint fire hydrants and Agency facilities; clear and maintain roads to Agency facilities; operate and maintain a variety of equipment (such as air compressor, jackhammer, forklift, pipe threader); may be required to drive a dump truck or other Agency vehicles; read water meters and perform repair work to a variety of water meters; calibrate, test, and maintain records and files pertaining to meter repair; install and maintain fire hydrant construction meters; may set fire hydrant meters with backflow devices.

In addition to performing manual labor related to construction, this position may include cross-training and assisting the customer service department or the warehouse supervisor on an as-needed basis, or as assigned for full-time duty. Duties in these areas would include, but would not be limited to:

Customer Service: Handling customer complaints in relation to low pressure, no water, and temporary water turn-off, reading meters, taking special reads or billing re-reads, collection of delinquent bills, investigation of high bill complaints.

Warehouse: Receiving, shipping, stocking, record keeping; processing of material releases and maintaining inventory control; processing of time cards for construction department; processing of vehicle maintenance records; delivery of parts/equipment to project sites.

Operations Department: To perform basic duties of the Agency's Operations Department, including assistance with the maintenance and operation of Agency potable and recycled water storage and production facilities.

QUALIFICATIONS: Water Service Worker I

Schooling: High School Diploma or G.E.D.

Certification(s): **Employee must obtain a Water Distribution I Certification within 24 months** of the start of their employment. If certification is not obtained, the **employee will be terminated** from their job. Additionally, certification for Backflow Testing/Repair/Installation may be required.

Experience: Any combination of training or experience which would likely provide the required knowledge and abilities; general experience in construction and maintenance work for a water agency or some water related utility is desired, but not required.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge: Basic familiarity with the use and operation of a variety of hand tools, power equipment, and vehicles commonly used in water service maintenance and construction; relevant safety precautions and procedures.

Ability: Learn to repair, install and maintain water distribution, wastewater collection and recycled water distribution facilities, including mains, service lines, hydrants, meters and valves; learn to lay and fit pipe, mix pour and finish cement, and install valves and meters; perform heavy physical labor requiring strength, dexterity and agility; must be able to carry, push, pull, reach and lift equipment, parts and supplies weighing up to 90 lbs.; stoops, kneels, crouches, crawls, and climbs during field maintenance, repair and installation work; learn to use or operate a variety of hand tools, power equipment and vehicles commonly used in water service maintenance and construction; understand and carry out instructions; establish and maintain cooperative working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Going up and down ladders, getting into large vehicles, climbing into/out of trenches, etc.

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Performing repairs, facility installations, etc.

Digging: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Services, trenches, valve locations, service relocations, meter sets, pot-holing, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Driving or riding in vehicles, heavy equipment

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Standing on pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Operation of hand tools such as screwdriver, wrench, hammer, paint brush, shovel, rake etc.

Respiratory (requiring use of respirator or face mask) ☒ yes ☐ no

Examples: When entering reservoirs, performing sandblasting, sewer maintenance, painting, etc.

WORK ENVIRONMENT:

Generally, work is typically performed outdoors and will take place in all weather conditions, including extreme heat in excess of 110°; on occasions, work will be assigned within the Agency Operations Center or outlying Agency facilities.



WATER SERVICE WORKER II

Construction Department

Range: 33
Salary: \$33.79 hourly

JOB DEFINITION: Under general supervision, to perform heavy physical labor and a variety of manual tasks in relation to the construction, installation, maintenance, repair, and operation of public water lines and appurtenances, and all related facilities, services and equipment. All construction personnel are required to provide a minimum of one week emergency stand-by service, and overtime as may be assigned.

SUPERVISOR: Construction Superintendent

REPORTS TO: Construction Crew Foreman

DISTINGUISHED FROM LOWER RANGE POSITION(S):

This is the second level in the Water Service Worker series. In order to advance to a Water Worker II position, an employee will be required to (1) acquire the necessary certification, and (2) have greater working experience and knowledge than the entry level Water Service Worker I position.

EXAMPLE OF DUTIES:

Duties assigned to the Water Service Worker II position are the same as those of a Water Service Worker I.

In addition to those duties, however, a Water Service Worker II level requires that the employee be fully trained in water service work. Water Service Worker II employees are also required to have certification as a Water Treatment Operator Grade T-1 and a Water Distribution Grade D-2 certificate. With the acquisition of both certificates, duties may be expanded to include backflow testing, acquiring water samples, and related work requiring extended knowledge and experience with regard to water quality, flows, and repairs.

QUALIFICATIONS:

Schooling: High School Diploma or G.E.D.

Certification(s): **State of California Health Department Certification:**

- 1. Water Treatment Operator Grade T-1 Certification**
- 2. Water Distribution Grade D-2 Certification**
- 3. Traffic Control Certification**

- Backflow Testing/Repair/Installation Certification may be required

Experience: One years of experience as a Water Service Worker I in the Desert Water Agency;
or

Two years of general experience in construction and maintenance work for a water agency or some water related utility.

License(s): Possession of a valid drivers' license issued by the California Department of Motor Vehicles appropriate for the use of Agency vehicles required in the fulfillment of the job duties for this position, with an acceptable driving record.

Knowledge of: Water distribution, wastewater collection and recycled water distribution facilities, including mains, service lines, hydrants, meters, and valves; pipe laying and fitting, concrete work, water meter and valve installation, and general maintenance work; water treatment and distribution standards as established by the Department of Health; the use and operation of a variety of hand tools, power equipment, and vehicles commonly used in water service maintenance and construction; relevant safety precautions and procedures; principles of effective supervision and training.

Ability: To repair, install and maintain water distribution, wastewater collection and recycled water distribution facilities, including mains, service lines, hydrants, backflow devices, meters and valves; to lay and fit pipe, mix pour and finish cement; perform heavy physical labor requiring strength, dexterity and agility; must be able to carry, push, pull, reach and lift equipment, parts and supplies weighing up to 90 lbs.; stoops, kneels, crouches, crawls, and climbs during field maintenance, repair and installation work; understand and carry out instructions; establish and maintain cooperative working relationships with fellow employees and the general public.

PHYSICAL REQUIREMENTS:

Climbing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Going up and down ladders, getting into large vehicles, climbing into/out of trenches, etc.

Bending: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Performing repairs, facility installations, etc.

Digging: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Services, trenches, valve locations, service relocations, meter sets, pot-holing, etc.

Sedentary/sitting: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☐ Infrequently ☒ Never ☐

Examples: Driving or riding in vehicles, heavy equipment

Standing: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Standing on pavement, dirt, concrete at work sites or in Agency facilities

Repetitive motion: ☒ yes ☐ no **Frequency:** Continual ☐ Often ☒ Infrequently ☐ Never ☐

Examples: Operation of hand tools such as screwdriver, wrench, hammer, paint brush, shovel, rake etc.

Respiratory (requiring use of respirator or face mask) ☒ yes ☐ no

Examples: When entering reservoirs, performing sandblasting, sewer maintenance, painting, etc.

WORK ENVIRONMENT:

Generally, work is typically performed outdoors and will take place in all weather conditions, including extreme heat in excess of 110°; on occasions, work will be assigned within the Agency Operations Center or outlying Agency facilities.

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.