



## HERITAGE RANCH COMMUNITY SERVICES DISTRICT

### MAINTENANCE WORKER

#### **DEFINITION**

Under general supervision, performs maintenance and repair of water distribution and wastewater collection systems, facilities, and appurtenances; and performs related work as required.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Operations Manager. Exercises no supervision of staff.

#### **CLASS CHARACTERISTICS**

This is a journey-level class that performs the full range of duties required to ensure that District systems, facilities, and appurtenances are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of water distribution and wastewater collection systems, District facilities, and landscaped areas. Positions at this level are distinguished from the Treatment Operator classification series in that the latter perform water treatment and wastewater treatment operations duties, in addition to systems, assets, and facilities maintenance and repair duties.

#### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs construction, maintenance, and repair activities of District water and wastewater utilities systems and facilities to ensure safe and efficient access for the public.
- Performs water valve maintenance and exercises valves on an annual basis.
- Reads meters; performs water meter maintenance, including installing new meters, testing and repairing meters of various sizes, repairing leaks, and replacing meters as necessary; performs shut-downs of services, as required.
- Collects water and wastewater samples.
- Inspects and tests underground wastewater collection pipes, lateral connections, storm drain interceptors, and associated appurtenances using closed-circuit television devices and other specialized testing equipment to locate leaks, breaks, infiltration and the buildup of dirt, debris, roots, and other materials on a scheduled preventative maintenance basis.
- Performs general plant maintenance and maintains and repairs District facilities by performing basic carpentry, painting, plumbing, electrical, and mechanical repair work.
- Maintains grounds and landscaped areas including performing weed abatement.
- Locates and marks underground utilities as requested.
- Operates and maintains tools, vehicles, and a variety of light, medium, and heavy equipment related to the maintenance and repair of the District's systems, facilities, and appurtenances.

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains work areas in a clean and orderly condition and secures equipment and tools at the close of the workday.
- Installs street barricades and cones and controls traffic around work sites to ensure safe conditions for the general public and District workers.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Maintenance principles, practices, tools, and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials, and water service components; wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts, and other related facilities and equipment.
- Basic hydraulic and plumbing principles and practices.
- The operation and minor maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Basic mathematics.
- Safe work methods and safety practices pertaining to the work.
- Safe driving rules and practices.
- Basic computer software related to work.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Perform construction, modification, maintenance, and repair work on water distribution and wastewater collection systems, facilities, and appurtenances such as found in the District.
- Safely and effectively use and operate hand and power tools and light to heavy equipment required for the work.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions.
- Learn and apply traffic control procedures and traffic sign regulations and set up and operate traffic area construction zones, including cones, barricades, and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Learn and understand the organization and operation of the District as necessary to assume assigned responsibilities.
- Learn, interpret, apply, and explain District policies and procedures.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.

- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Learn to use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade and two (2) years of experience in construction, maintenance, and repair of water distribution, wastewater collection, and/or related systems, facilities, and appurtenances.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. The employee interfaces with staff, management, and the public in providing customer service, explaining District policies and procedures, and requesting and providing information.

**WORKING CONDITIONS**

May be required to work evenings, weekends and holidays on a rotational basis on an on-call or call-back basis when necessary to accommodate the needs of the District.

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EFFECTIVE: March 2016  
DEPARTMENT: Operations  
FLSA: Non-Exempt