



# Clearlake Oaks County Water District

## Job Description

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<b>UTILITY TECHNICIAN</b>
<b>Treatment or Distribution or Water</b>
<b>Status: Non-Exempt</b>
<b>Salary: \$16.50 - \$17.50/hour</b>

**Conditions of Employment:** This position is an "at will" basis, meaning you may resign at any time and that the General Manager may terminate your employment at any time, with or without cause. This position is classified as a Non-Exempt/Hourly Employee and reports directly to and receives general supervision from the Chief Operator.

**Definition:** This is the entry-level non-certified class in the Utility Operator series. Performs a variety of skilled and unskilled duties pertaining to the construction, repair and maintenance of water, distribution, and sanitary sewer collection systems; maintains District facilities, installs, maintains, and repairs water services lines and meters under the guidance of a certified Operator; operates a variety of light and moderately heavy equipment.

**Example of Duties:** Performs daily monitoring of tank levels and pump performance, responds to routine service calls, monthly meter readings, re-reads, turn-on and off services, assists a certified operator with connection and disconnection of water/sewer services and or meters for residential and commercial customers. Assists a certified operator with the repair and maintenance of water treatment and distribution system, sewer collection and treatment systems or independently repair and maintains District facilities and vehicles, performs heavy manual labor using jackhammers, shovels, picks, and pry bars, recognize and responds to variations in operating conditions, assists certified operators with dig-ups and other semi-technical projects, responds to District after hour emergencies and participates in on-call customer service rotation, and performs other related duties as assigned.

### **Minimum Requirements:**

**Education:** High School Graduate or equivalent. Possession of California Motor Vehicle License.

### **Certificates/**

**Licenses:** To achieve a minimum of an Operator I certification within the first 18 months of employment. A valid California driver's license and satisfactory driving record to maintain insurability, conversion from Class C to Class B California Motor Vehicle Operators License, with air break and tank endorsement, within six (6) months of employment.

**Experience:** Construction experience desired.

**Knowledge of:** General construction practices.

**Ability To:** Make the most efficient use of time and achieve the highest quality workmanship. Ability to follow oral and written direction, willingness to perform skilled tasks on an as needed basis. Physical strength and agility is required. Ability to maintain good working relationships with fellow employees and to maintain good public relations. Ability to maintain a clean and professional appearance for themselves, staff and the District facilities they are responsible for.

**Physical**

**Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination. Additionally, the position requires near vision in reading correspondence and statistical data on the computer. Acute hearing is required when providing telephone service and communicating in person and position requires responding to public inquiries and complaints in a tactful and courteous manner. The Laborer participates in water and wastewater systems maintenance activities that may require walking on uneven ground, working around machinery, fumes, dirt and gas and sometimes during inclement weather. Employees in this classification will be required on a regular basis to do a Self Contained Breathing Apparatus and or perform work in “Confined Spaces”; all such work shall be performed within the parameters stipulated by California Department of Health and Safety Regulations as well as the District’s Safety Program and Illness and Injury Prevention Plan. Work may include considerable physical exertion, including heavy lifting, on an occasional basis. In emergency situations, the employee may be called upon to report for work and/or coordinate appropriate activities from a remote location.

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Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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General Manager Signature \_\_\_\_\_ Date \_\_\_\_\_