



# Clearlake Oaks County Water District

## Job Description

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<b>UTILITY TECHNICIAN I</b>
<b>Treatment or Distribution or Water</b>
<b>Status: Non-Exempt</b>
<b>Salary: \$18.15 - \$22.35</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. Under the general supervision of the Chief Operator or Lead, will perform 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:** (the following is used as a partial description and is not restrictive as to duties required.) Many of the assignments described below are performed in a training and learning capacity with an incumbent expected to continually develop the knowledge and ability to work on an increasingly independent basis. Performs a variety of tasks in preventive maintenance and repair of wastewater treatment plants and collection systems, water treatment plants and distribution systems, pumping stations, water and sewer mains and service lines, pumps, tanks, hydrants, motors, and associated equipment; installs water and sewer lines for service connections; installs pumps and motors; assists with the maintenance and repair of electrical, mechanical pneumatic, and hydraulic systems and control equipment, operates different aspects of the Vaccon; cleans and clears sewer and clears sewer lines; operates equipment such as dump trucks, sewer cleaning trucks, backhoes, and power driven equipment; cleans and performs routine maintenance on tools and equipment; operates and performs basic maintenance on pipeline video inspection equipment; roadway repairs, bridges, and easements; weed eating, may be assigned to read water meters; assists treatment plant operators; completes projects in conformance with work orders and safety standards; responds to customer complaints and performs field investigations; responds to emergencies.

### **Minimum Requirements:**

**Education:** High School Graduate or equivalent.

### **Certificates/**

**Licenses:** 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, six months after permanent employment.

**Experience:** Previous experience in working on the installation, maintenance, and repair of water and/or wastewater systems is highly desirable.

**Knowledge of:** Working knowledge of methods, equipment, and procedures used in the installation, maintenance, and repair of treatment plant facilities, roadways, water/sewer lines, pumping stations and associated

equipment. Safety principles and codes applicable to treatment plant facilities, roadways, water/sewer lines, pumping stations, and associated equipment operation, maintenance, and repair work. Operations and use of equipment, power-driven equipment, and heavy equipment used in public utility operations, maintenance and repair work.

**Ability To:** Make the most efficient use of time and achieve the highest quality workmanship. Learn and perform a variety of skilled and semi-skilled work in the installation, maintenance, and repair of water, sewer, and wastewater treatment equipment and systems. Read, understand, and interpret codes, regulations, and ordinances applicable to public utility operation, maintenance, and repair work. Use and care for hand and power tools and heavy equipment necessary for work assignments. Recognize and locate conditions, which require maintenance and repair. Ability to follow oral and written direction, must work well under pressure, meeting multiple and sometimes conflicting deadlines. 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.

May be assigned to work extra hours, weekends, and holidays. May be assigned to routine after hour standby duty as an Emergency Response employee.

**Physical Requirements:** Requires prolonged sitting, standing, walking, reaching, twisting, and 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 \_\_\_\_\_

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The Clearlake Oaks County Water District assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process.