



# JOB DESCRIPTION

<b>POSITION</b>	Construction & Maintenance I/II	<b>SAFETY SENSITIVE</b>	Yes
<b>SALARY RANGE</b>	Construction & Maintenance I – 16 Construction & Maintenance II – 22	<b>ESTABLISHED DATE</b>	08/18/2021
<b>FLSA STATUS</b>	Non-Exempt	<b>REVISION DATE(S)</b>	09/03/2021
<b>HOURS – FT/PT</b>	Full Time		

## SUMMARY

Under close to general supervision, performs a variety of semi-skilled and routine assignments related to the installation, maintenance, and repair of the District's water distribution system; more specifically transmission and distribution systems and any appurtenances such as fire hydrants, services, air vacuum valves, and any fixtures associated with the system. Perform related work and other duties as required.

## DISTINGUISHING CHARACTERISTICS

This series class specification defines and describes the nature and levels of work performed in the Construction & Maintenance class series.

**Construction & Maintenance I** – This is the entry-level to mid-level position in the Construction and Maintenance class series. Incumbents perform limited or routine construction duties under close supervision. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

**Construction & Maintenance II** - This is the skilled journey-level position in the Construction and Maintenance class series. Incumbents assigned to this level perform a full range of construction duties under general supervision. Because employee classifications at this level are expected to be fully trained, competent, and perform technical skills, the incumbent is required to possess significant previous work experience in the appropriate field. At this level, incumbents perform the full range of tasks common to the classification series, under less supervision, within established guidelines.

## SUPERVISION RECEIVED/EXERCISED

Positions receive close to general supervision from a department head, manager, or supervisor, as assigned.

The Construction & Maintenance II has the responsibility to lead and guide staff, as well as provide training and provide technical and functional direction to staff engaged in related duties.

## EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

### Essential Functions:

- Performs a variety of maintenance, installation, and repair on water distribution appurtenances and lines.
- Proper use and general maintenance of hand and power tools, equipment, and instruments common to the trade.
- Effectively operates a computer and mobile devices related to departmental needs and requirements.
- Perform activities related to meter reading and customer service.
- May perform a wide range of duties related to the water production system on a scheduled or emergency basis.
- Attends position related seminars and training events.
- Follows safe and proper working conditions in adherence with industry and District safety programs and protocols and complies with the District's Injury and Illness Prevention Program.
- Locates, identifies, and marks distribution system facilities, including valves, fire hydrants, and blow-offs; advises the USA Locates organization; assists in updating District's water mapping and atlas functions.
- Participates in the District's "on-call" rotation as assigned.

- Responds to call-outs after hours, weekends, and holidays.
- Deals effectively and courteously with customers and the general public responding to complaints and inquiries.
- Performs other duties related to the classification as assigned.

**Construction & Maintenance II** – includes all of the above duties in addition to the following:

- Assists in work direction and training for entry-level field maintenance staff.
- Performs a variety of maintenance, installation and repair on water distribution appurtenances and lines.
- Performs fire hydrant flow testing.
- Chlorinates mainlines as directed.
- Interpret maps and solve problems with multiple variables.
- Calculate dosages; solve field arithmetic.
- Assists contractors and other utilities with the location of facilities via Underground Service Alert.
- Review design and as-built drawings of new distribution and production facilities related to departmental needs and requirements.
- Coordinate work of outside contractors as related to departmental needs and requirements.
- Estimate necessary equipment and materials to complete work assignments.
- Provides written records and field drawings related to departmental needs and requirements.
- Compile memoranda, data reports, written correspondence, develop written procedures related to departmental needs and requirements.

#### **MINIMUM QUALIFICATIONS**

*The following are representative of the qualifications necessary to perform the essential duties of the position.*

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

#### **Construction & Maintenance I**

**Experience:** A typical way to obtain the experience would be to have a minimum of one (1) year of construction experience preferably with a public utility.

#### **Education and/or Training:**

- High school diploma or equivalent;
- Continuing education units are required to maintain certifications and are the responsibility of the employee with support from the District;

#### **Certificates, Licenses, Registration:**

- Must possess and maintain a State of California issued Class "C" drivers license.
- Must possess and maintain or have the ability to obtain within nine (9) months of appointment: State Water Resources Control Board (SWRCB) **Grade I or higher** Water Distribution Operator Certificate.

#### **Construction & Maintenance II**

**Experience:** A typical way to obtain the experience would be to have a minimum of two (2) years of construction experience preferably with a public utility.

#### **Education and/or Training:**

- High school diploma or equivalent;
- Continuing education units are required to maintain certifications and are the responsibility of the employee with support from the District;

#### **Certificates, Licenses, Registration:** Must possess and maintain:

- State of California issued Class "C" drivers license.
- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.

#### **Other Requirements:**

- State Water Resources Control Board (SWRCB) **Grade I or higher** Water Treatment Operator Certificate may be required.
- California Class "A" Commercial Drivers License issued by the State Department of Motor Vehicles may be required.

## PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

*The following are representative examples of KSA's necessary to perform the essential duties of the position.*

### **Knowledge:**

- Standard utility construction techniques and principles.
- Basic mechanical principles.
- Proper work safety standards.
- Customer relations techniques.
- General computer applications.
- Tools and equipment used in construction and maintenance operations.

### **Skills:**

- Competent skills to work efficiently and productively when completing work tasks.
- Basic computer operation.
- Work with supervision to learn new skills.
- Driving a District vehicles in a safe manner.

### **Abilities:**

- Follow oral and written direction.
- Operate motor vehicles and power-driven equipment used in operations and maintenance department.
- Learn to operate assigned heavy equipment.
- Use computer systems and software packages related to the needs of the District.
- Establish and maintain cooperative working relationships.
- Deal tactfully and courteously with the public.
- Work standby on a rotating basis; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work and work within a team environment.

**Construction & Maintenance II** – includes all of the above KSA's in addition to the following:

### **Knowledge:**

- Methods, materials, and equipment used in water system installations, maintenance and repair work.
- District policies and procedures related to the Operations and Maintenance Department.
- Laws, rules, regulations and principles of work safety.
- Geography of the District and location of District facilities.
- General computer operations.
- Customer relations techniques.
- Basic mechanical principles.
- Proper work safety standards.

### **Skills:**

- Competent skills to work efficiently and productively when completing work tasks.
- Light to heavy equipment operation.
- Computer operation.
- Leadership and Supervisory skills.

### **Abilities:**

- Coordinate and train other staff.
- Operate assigned heavy equipment.
- Compile job reports, summary reports and memorandum as directed.
- Use independent judgment and exercise initiative in daily work activities.

## PHYSICAL AND MENTAL DEMANDS

*The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Physical Demands:** Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

**Work Environment:**

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels in an outdoor or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

**Equipment Use:** Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

**Mental Demands:** While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

**Safety:** Follows proper safety practices at all times. Compliance with the District's Injury and Illness Prevention Program.

**Travel:** Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

**Other:** Position subject to extended work hours as needed, attendance of evening meetings infrequently, and to work regular standby on a rotating basis. Position subject to alternative 4/10 workweek schedule.

## EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

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Print Employee Name

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Employee's Signature

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Date