

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Utilities Worker I (Water) Water Utility Worker II	Job Family: 6 6
General Classification: Front-Line	Job Grade: 13 17

Definition: To perform a variety of semiskilled and skilled work in the maintenance of water distribution systems and installation, testing, reading, and repairing of residential and commercial water meters and backflow devices.

Distinguishing Characteristics:

Utilities Worker I: This is the entry-level class in the Utilities Worker series. This class is distinguished from the Water Utility Worker II by the performance of the more routine tasks and duties assigned to workers in this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or nondirectly related work experience. Employees work under immediate supervision while learning job tasks.

Water Utility Worker II: This is the full journey-level class within the Utilities Worker series. This class is distinguished from the Utilities Worker I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

Supervision Received and Exercised:

Utilities Worker I: Receives immediate supervision from an assigned supervisor and technical supervision from higher-level maintenance positions.

Water Utility Worker II: Receives general supervision from an assigned supervisor and technical supervision from a Water Utility Worker III and may exercise technical supervision over maintenance personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Handle complaints and answer questions from the public.
2. Perform general painting, plumbing, and carpentry work as needed.

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3. Make minor adjustments on service equipment; and maintain tools and equipment in working order.
4. Maintain logs of daily activities.
5. Maintain, replace, and repair water lines; and measure, cut, and thread pipe as needed.
6. Perform field duties related to the installation, repair, and maintenance of water system.
7. Perform emergency repairs to water lines, as necessary; and establish proper traffic control devices in doing such work.
8. Perform routine and annual maintenance of water system; and respond to system breaks and stops in services.
9. Read meters according to established schedules, maintain proper records of meter readings, and calculate water usage.
10. Connect and disconnect customer water services.
11. Inspect, test, repair, install, and replace meters and backflow devices.
12. Maintain records of meter tests and repairs.
13. Respond to duty calls; and respond to system emergencies during off-duty hours.
14. Perform other related duties as assigned.

Minimum Qualifications:

Utilities Worker I

Knowledge of: Common tools and materials used in assigned area of responsibility; basic water system repair and maintenance procedures and practices; principles and practices of safety related to area of assignment; procedures for the inspection of backflow devices; and cleaning, setting, installation, removal, and repair of water meters.

Ability to: Perform minor maintenance activities related to area of assignment; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; work with a

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variety of tools related to utilities maintenance; learn to operate a variety of maintenance equipment; perform heavy manual labor; and learn meter maintenance duties.

Experience and Training Guidelines: Combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

One year of experience in construction or field maintenance work. Education equivalent to the completion of the 12th grade.

Required Licenses or Certificates: Possession of a valid Class C California Driver License is required. Possession of a valid Class B California Driver License is required within six months of appointment. Possession of a Grade 1 Water Distribution Operator Certification issued by the California State Water Resources Control Board (SWRCB) within one year of appointment. CPR and first-aid certifications must be obtained upon appointment.

Water Utility Worker II

In addition to the requirements for Utilities Worker I:

Knowledge of: Principles and practices of water system maintenance and repair activities; principles and operation of portable pumps and valves; trenching and shoring safety practices; techniques and procedures in basic carpentry, metal, masonry, and mechanical work; functions and operating principles of water meters and backflow devices; procedures for reading water meters and reporting water use data; and water metering and billing procedures of the City.

Ability to: Operate motorized equipment, such as trucks and front-end loader; operate specialized job-related equipment, including pneumatic tools and tampers; perform journey-level skilled water maintenance duties; and read and understand schematic diagrams; inspect, clean, install, remove, and repair water meters and backflow devices; explain Water Operation policies and procedures related to water service and billing to customers; and listen to water customer complaints and check meter functioning to resolve such complaints.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Two years of water experience equivalent to the Utilities Worker I in the City of Mountain View. Education equivalent to the completion of the 12th grade.

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Required Licenses or Certificates: Possession of a valid Class C California Driver License is required. Possession of a valid Class B California Driver License is required within six months of appointment. Possession of a Grade 1 Water Distribution Operator Certification issued by the California SWRCB is required. Possession of a Grade 2 Water Distribution Operator Certification issued by the California SWRCB and a Backflow Prevention Assembly Tester's Certification issued by the American Backflow Prevention Association are highly desirable. CPR and first-aid certifications must be obtained upon appointment.

Working Conditions: Preemployment and periodic respiratory examinations may be required for this classification.

Established: October 1991

Revised: July 2023

HRD/CLASS SPECS

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