

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Water Utility Worker III	Job Family: 6
General Classification: Front-Line	Job Grade: 20

Definition: To provide technical supervision over assigned water system utility personnel; to perform skilled maintenance work in an assigned area of responsibility, such as water and recycled water system maintenance; and to perform skilled water meter maintenance work.

Distinguishing Characteristics: This is the advanced journey-level class in the Utilities Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and complexity of duties assigned. Employees perform the most difficult and responsible types of technical duties assigned to classes within this series, including performing technically complex maintenance duties related to area of assignment and providing technical and functional supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility. Positions at this level may, and often do, exercise technical or lead supervision over lower-level positions. Lead responsibility is typically over a three- to four-person crew and is assigned on an ongoing basis.

Supervision Received and Exercised: Receives direction from an assigned supervisor; exercises technical supervision over assigned utility personnel.

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

1. Provide technical supervision over assigned water utility personnel; review work and control quality of work; provide input into employee evaluations.
2. Assist in developing work plans, procedures, and schedules related to water system maintenance.
3. Assist in obtaining quotes, ordering supplies and equipment for work projects, and maintaining receipts of purchases.
4. Prepare daily time sheets related to assigned staff; may assist in developing budget figures for equipment.
5. Perform skilled maintenance, repair, and installation work of water distribution system, including follow-up water quality testing and discharge monitoring.

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6. Handle complaints and answer questions from the public.
7. Perform emergency repairs, as necessary; establish proper traffic control devices in doing such work.
8. Operate a variety of heavy equipment such as dump trucks, crane trucks, front-end loader, and pneumatic tools.
9. Perform minor adjustments on service equipment; maintain tools and equipment in working order.
10. Maintain manual and electronic logs of daily activities.
11. Read meters according to established schedules, maintain proper records of meter readings, and calculate water usage.
12. Connect and disconnect customer water services.
13. Inspect, test, repair, install, and replace meters and backflow devices.
14. Maintain records of meter tests and repairs.
15. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of reviewing and evaluating others' work; principles and practices of water distribution systems; operate equipment related to water and recycled water system maintenance; principles and practices of safety related to areas of assignment; principles and practices of water meter installation and maintenance; principles and practices of cross-connection and backflow testing; trenching and shoring safety practices; pertinent department or division rules and procedures; general knowledge of water discharge regulations; pertinent traffic laws related to area of assignment.

Ability to: Assign and review the work of others; operate heavy equipment skillfully and safely; perform meter reading and complex meter repair maintenance duties; inspect new water meters and backflow device installations; coordinate work with water operations and water quality activities; perform complex water system maintenance duties; perform heavy manual labor;

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understand and follow oral and written instruction; establish and maintain effective working relationships with those contacted in the course of work.

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

Three years of responsible water distribution experience. Training equivalent to the completion of the 12th grade supplemented by community college course work in supervisory management or the City's supervisory training course prior to or within two years of appointment.

Required Licenses or Certificates: Possession of a valid Class B California Driver License required. Possession of a California Department of Public Health Water Distribution Operator Grade 2 Certificate required. Possession of a California Department of Public Health Water Distribution Operator Grade 3 Certificate and an AWWA Backflow Prevention Assembly Testers Certificate are highly desirable.

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

Established: October 1991

Revised: December 2011

HRD/CLASS SPECS

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