

Summary of Duties : Installs, maintains, replaces, and repairs water mains, services, irrigation systems, fire hydrants, and appurtenant valves and equipment; or supervises such work; and does related work.

Distinguishing Features : A Water Utility Worker does skilled work necessary to install, maintain, replace, and repair water pipelines and appurtenances. The work of an employee in this class normally follows well defined and established procedures and includes some routine tasks such as digging ditches; however, the primary duties require the application of special skills and knowledges under general supervision. A Water Utility Worker may act as a leadperson for a small crew of Water Utility Workers and other employees.

A Water Utility Supervisor is a full-time supervisor of a group of Water Utility Workers and other employees. An employee of this class receives assignments in the form of job orders, sketches, or plans, often somewhat general in nature, and uses initiative and judgment to meet emergencies and difficulties arising from field conditions. The work performed by an employee in this class receives general review through the supervisor's inspections, but the Water Utility Supervisor is responsible for the work of subordinates and for taking proper measures to ensure public safety and provide safe working conditions. On occasions the Water Utility Supervisor may be assigned to oversee the installation of Water System facilities when these facilities are installed by a private contractor or outside agencies. This class is distinguished from Water Service Supervisor in that the latter is primarily concerned with service turn-ons and turn-offs, trouble complaints, and maintenance and repair of meters.

Examples of Duties : Water Utility Worker : Marks sites for excavations and locates interfering substructures; lays, levels, aligns, cuts, and fits cast-iron, cement-asbestos, concrete, and steel pipe and copper tubing; sets and blocks pipe fittings, valves, and standpipes; spaces and yarns bell joints; makes caulked, threaded, flanged, patented sleeve, and flared joints; aligns and bolts flanged and mechanical joints; fits compression rings and, with a friction jack, presses coupling sleeves home on compression-type joints; operates manual and pneumatic powered drills and tapping machines to run service pipe and tubing connections; measures, fits, cuts, and flares or threads copper tubing and galvanized pipe; makes soldered and sweated joints; connects meters, valves, and fittings;

Locates leaks in water mains and service connections with sounding bars and sound amplifiers; repairs leaks by screwing steel pins or driving redwood plugs into holes, placing clamps around pipe and bolting tight against rubber gaskets, cutting out and replacing sections of pipe, and caulking joints and seams; installs, removes, and replaces valves and fire hydrants, operates gate valves to make system

changes or turn-offs for construction and leak crews, or to transfer water between reservoirs and flush mains; inspects gate valves, oils, greases, and repacks working mechanisms; reconditions gate valves and fire hydrants by repairing or replacing broken, worn, and corroded parts;

Installs, repairs, and replaces automatic pressure regulators, altitude and float valves, air release automatic valves and sprinklers, and repairs or replaces parts; inspects and tests water regulator stations and altitude valve assemblies; operates pilot valves, cleans out connecting lines and traps, greases and repacks valves, and regulates operating pressures, back fills and tamps excavations; cleans job site; may act as leadperson of a group of Water Utility Workers and other employees on one part of a job either with or detached from a large crew, or on a smaller job not requiring a large crew; and as such acts to ensure safe working conditions including enforcement of safety rules must drive vehicles as part of the work; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Water Utility Supervisor : Supervises and coordinates the work of a moderately large crew or several small crews of Water Utility Workers, Equipment Operators, Maintenance and Construction Helpers, and other employees engaged in the above work.

Exercises functional supervision over Welders and Protective Coating Workers; advises on unusual or difficult tasks; takes charge of major repair or replacement work and water shutoffs, particularly where a large crew or coordination of several crews is required; checks dimensions and location of jobs and lays out trenches, tunnels, and grade lines using work orders, sketches, blueprints, and maps; locates water mains and underground installations using sounding bars; electronic pipe locators, and maps; reads gate book to locate proper valves for water shutoffs; decides need for trench timbering and pipe protection according to conditions;

Arranges for tools, equipment, transportation, and supplies; checks field work before, during, and after completion; notifies customers of water service interruptions; trains new personnel; demonstrates new methods and procedures; gives first aid; enforces safety measures; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program;

Prepares reports of work progress, job conditions, and materials used; keeps detailed records of work, including location of each appurtenance installed; drives automotive equipment incidental to the work; and may occasionally be assigned to oversee the installation of Water System facilities installed by private contractor or other agencies and other duties for training purposes or to meet technological changes or emergencies.

### Qualifications

<u>Knowledges :</u>	<u>Water Utility Worker</u>	<u>Water Utility Supervisor</u>
Methods, materials, fittings, tools and equipment used in the installation, maintenance and repair of water service, irrigation systems, mains, fire hydrants and appurtenant water distribution equipment;	Good	Good
Parts and functions of valves and fire hydrants;	Good	Good
Trenching and shoring practices;	Good	Good
Laws and regulations related to equal employment opportunity and affirmative action;		Good
Principles and practices of supervision;		Good
Safe working conditions and provisions of the Construction Safety Orders of the California Division of Industrial Safety;		Good
Memoranda of Understanding as they apply to subordinate personnel;		General
Principles and practices of first aid;		General
City personnel rules, policies and procedures.	General	General
<u>Abilities :</u>	<u>Water Utility Worker</u>	<u>Water Utility Supervisor</u>
Run and caulk lead and cement joints;	X	X
<u>Abilities :</u>	<u>Water Utility Worker</u>	<u>Water Utility Supervisor</u>

Tap water mains;	X	X
Follow directions;	X	X
Keep records and make reports;	X	X
Deal tactfully and effectively with the public;	X	X
Plan and supervise the work of a group of employees engaged in work or water distribution system facilities and appurtenances;		X
Read plans and maps of the water distribution system;		X
Estimate materials, supplies, equipment and time required for a job.		X

Two years of full-time paid experience in work involving the installation, operation, and maintenance of water services, mains, and appurtenant equipment is required for a Water Utility Worker.

Four years of full-time paid experience a Water Utility Worker or in a class at that level in the installation, maintenance, and repair of water services, mains, and appurtenant equipment is required for a Water Utility Supervisor.

License : A valid California driver's license and a good driving record are required for Water Utility Worker and Water Utility Supervisor.

Physical Requirements : Both Classes : Strength to perform average lifting up to 25 pounds and occasionally over 70 pounds; body agility and equilibrium to climb ladders, back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling to an unusual extent, and arm, hand and finger dexterity involved in activities such as reaching, handling, and feeling.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirement of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this

specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.