

**EL DORADO IRRIGATION DISTRICT**  
**Class Specification**

**CLASS TITLE: LIMITED TERM UTILITY WORKER**

**DEFINITION**

Under direct supervision performs a variety of manual labor assisting District staff with maintenance and construction activities of tasks associated with the installation, repair and maintenance of water distribution and collection systems, canals and water conveyance systems used for the operation of the hydroelectric power plant, irrigation ditches, and lakes; and operates light and moderately heavy power driven equipment.

**DISTINGUISHING CHARACTERISTICS**

This is a limited term (temporary employment assignment/length of up-to-six months), entry level class where employees within this class perform basic manual labor while assisting District personnel. Employees at this level receive immediate and direct instruction and assistance on the operating procedures and policies of the work unit.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from an assigned supervisor; may receive technical and functional supervision from a Senior Construction and Maintenance Worker.

**EXAMPLES OF ESSENTIAL DUTIES:** *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Performs a variety of manual labor; excavates, patrols, repairs leaks on irrigation ditches performs weed abatement as necessary at District facilities, and repairs water mains lines and service laterals.

Excavates concrete, pavement, and dirt; assists with concrete forms as necessary, and backfills open trenches.

Performs manual labor and other tasks as directed by District personnel and consistent with operational requirements.

Assists with the setup of traffic control including signs and barricades, and directs traffic around work sites.

Assists with the performance of routine preventive maintenance on tools, equipment, and vehicles used in the work and stocks vehicles with adequate supply of tools and equipment needed to perform the work.

Assists with manual work related to repairs and maintenance activities, special projects, and capital improvement projects.

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Assists with response to and assessment of problems requiring immediate action; takes appropriate actions.

May use a computer to enter and retrieve information related to work assignments and record-keeping

Follows all safety procedures and guidelines.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

Uses and purposes of general construction tools and equipment. Safe work practices. Principles of customer service. Record keeping procedures. Basic mathematics. Modern office procedures, methods, and computer equipment.

#### Skill/Ability to:

Learn to perform utility construction, maintenance and repair tasks associated with utility activities. Learn to operate a variety of hand tools and light and medium equipment safely. Learn and apply safe work practices including traffic control procedures, trench shoring, and confined space entry procedures. Learn to locate and repair leaks and breaks. Establish and maintain effective working relationships with those contacted in the course of work. Communicate clearly and concisely, both orally and in writing. On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others. Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation/repair of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of inspection, 50 pounds or less.

#### Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

One year of general construction experience desirable.

#### Education:

Equivalent to the completion of the twelfth grade.

### **SPECIAL QUALIFICATIONS**


#### License and Certificate:

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Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

**LIMITED TERM/TEMPORARY EMPLOYMENT**

This is a limited term position; incumbents are temporary employees and are employed for a period not-to-exceed six months from date of appointment.

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| <br>Human Resources Authority | <u>06/04/2019</u><br>Date |
| Established: 06/04/2019<br>Revised:<br>FLSA: Non-Exempt<br>Unit: Safety  |                           |