

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Construction and Maintenance Worker I-III

DEFINITION

Under supervision performs and/or organizes, assigns, and reviews the work of assigned personnel performing a variety of maintenance and construction tasks associated with the installation, repair and maintenance of District's drinking water transmission and distribution and wastewater collection systems, hydro canals, ditches, and lakes and water conveyance system used for the operation of the hydroelectric power plant; provides technical and administrative support to assigned lead or supervisory staff.

DISTINGUISHING CHARACTERISTICS

Construction and Maintenance Worker I - This is the entry-level class in the Construction and Maintenance Worker series. Positions in this class typically have little or no directly related work experience. The Construction and Maintenance Worker I class is distinguished from the II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Construction and Maintenance Worker II - This is the journey level class in the Construction and Maintenance Worker series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique 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. This class is distinguished from the Construction and Maintenance Worker III in that the latter performs the most difficult and responsible types of duties assigned to classes within this series and may provide technical and functional supervision over assigned staff.

Construction and Maintenance Worker III – This is the advanced journey level class in the Construction and Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned within this series, which may include technical and functional supervision over assigned personnel and perform the most difficult and complex installation, repair and maintenance of District utility infrastructure and facilities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility. Positions in this class are flexibly staffed and are normally filled by advancement from the II level.

This class is distinguished from the Chief Construction and Maintenance Worker in that the latter leads a program(s) of work for the entire unit and provides oversight duties either for a specific work crew or for multiple crews working under the program, and leads in technical and functional supervision over assigned staff, including Construction and Maintenance Workers.

SUPERVISION RECEIVED AND EXERCISED

CLASS TITLE: Construction and Maintenance Worker I-III

Construction and Maintenance Worker I

Receives immediate supervision from an assigned supervisor; may receive technical and functional supervision from the Chief or Construction and Maintenance Worker III.

Construction and Maintenance Worker II

Receives general supervision from an assigned supervisor; may receive technical and functional supervision from the Chief or Construction and Maintenance Worker III.

Construction and Maintenance Worker III

Receives general supervision from an assigned supervisor; may receive technical and functional supervision from the Chief 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.*

All Classification Levels:

Excavates, inspects, installs, and repairs mains, lines and laterals; performs weed abatement as necessary to clear drains, channels, and ditches.

Excavates concrete, pavement, and dirt and set up concrete forms as necessary, and backfills open trenches and complete surfaces “to-finish” as appropriate; removes and applies paint and other coatings to utility facilities and equipment.

Performs saw cutting of asphalt for repairs made in roadways; paves roadways per Department of Transportation specifications; seals paved patches; performs road maintenance of access roads to District facilities.

Operates a variety of light to heavy equipment including large trucks and construction equipment such as loaders, backhoes, and trenching machines.

Sets up traffic control including signs and barricades, and directs traffic around work sites.

Reads and interprets utility system maps and blueprints, including Underground Service Alert marking and notification.

Performs 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 and coordinates with other divisions and departments for repair and maintenance activities, special projects, and capital improvement projects.

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Responds to and assesses problems requiring immediate action; takes appropriate actions.

Assists with the ordering, purchasing and receipt of materials and equipment necessary to perform duties.

Interacts with and addresses customer issues.

May be required to serve in a crew-leader's capacity in his/her absence.

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

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.

In addition to above, the Worker III

Assist with or plans, prioritizes, and reviews the work of staff assigned to a variety of maintenance and repair duties associated with District utility infrastructure and facilities.

Assists with or develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

May participate in evaluating the activities and performance of staff, recommending improvements and modifications.

Provides and coordinates staff training; works with employees to correct deficiencies and support continued professional growth.

Maintains a variety of reports and records related to assigned functions.

May be required to fill in for Chief Construction and Maintenance Worker in his/her absence.

Ensures worksite safety including tool and equipment training, traffic control plans, security of site, confined space entry, trench and fall protection, and safe transportation and operation of equipment.

Works safely, and ensures the safety of crew, including during the use of hand and power tools, light and heavy equipment, and under and around helicopters for the delivery of materials needed for construction and repair activities.

Identifies, corrects, and notifies supervisor of operational, safety and regulatory issues.

Uses a computer to enter and retrieve information related to work orders, assignments, and record-keeping; creates and maintains a variety of reports and records related to assigned functions.

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Estimates labor, materials and equipment needs associated with assigned projects.

Performs the most difficult work related to the installation, maintenance and repair of District utility infrastructure and facilities.

When Assigned to Collection Systems:

Cleans and vacuums sewer lines and removes blockages using flusher trucks, CCTV van, vaporooter, rodder trucks, hand rods, and high pressure water hoses.

Operates vaporooter; ensures proper application of root control chemicals; maintains and submits records pertaining to chemical usage.

Maintains lift and pumping stations, including ensuring all pumps are adequately working.

Responds to and takes appropriate action to wastewater spills; reports to appropriate management staff and authorities.

Installs, repairs, upgrades and/or replaces manholes and sewer mains; taps force mains.

When Assigned to Water Distribution Systems:

Installs, taps, re-lines, disinfects, tests and connects water mains and appurtenances; repairs, disinfects, and tests broken water mains.

Installs, repairs, and maintains fire hydrants, valves, meters and meter vaults performs maintenance and repairs to recycled water distribution system.

Repairs and/or replaces water meters and related mechanisms, including disassembly, cleaning, inspection, replacement and testing of parts; prepares water service for use including installation of water meters and backflow prevention devices.

When assigned to Hydro Canal and Ditch and Lake Systems:

Patrols canals and ditches ensuring they are free from hazards including trees, debris, snow and ice; identifies sections of canals and ditches in need of repair and either makes repairs or reports repair needs to supervisor; operates snow equipment in the patrol, maintenance and repair of canals and ditches.

Performs dam inspections to ensure their integrity; makes repairs to dam surface.

Operates and maintains water conveyance system including ditch and canal sections, wood and concrete flumes, tunnels, siphons, and penstock; monitors and regulates flows at diversion dam, spillways as well as flow levels in river, canals and tunnels; monitors and controls lake levels ensuring compliance with applicable FERC license requirements.

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Patrols canals and ditches to identify illegal water connections; reports to supervisor.
Monitors and operates remote controlled SCADA systems to monitor and control canal/lake systems per FERC license requirements; monitors and maintains flow levels throughout system; monitors and responds to alarms.

Performs flume and in-ground canal and ditch construction and repairs; prepares wood forms and reinforcing steel for concrete pours.

QUALIFICATIONS

Construction and Maintenance Worker I

Knowledge of:

Uses and purposes of general construction tools and equipment. Safe work practices. Principles of customer service. Basic mathematics.

Skill/Ability to:

Learn to effectively perform utility construction, maintenance and repair tasks associated with utility infrastructure and facilities. 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 and to troubleshoot water quality and pressure problems. 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. Ability to maintain reliable attendance is a condition of employment subject to applicable medical and disability leave laws. 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 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 completion of the twelfth grade.

SPECIAL QUALIFICATIONS

License and Certificate:

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.

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Possession of a Class B California driver's license.

Possession of a valid Water Distribution Operator Grade 1 Certificate issued by the State Water Resources Control Board (California) or ability to obtain within first twelve months of appointment when assigned to Drinking water.

Possession of a valid Collections System Maintenance Grade 1 Certificate or higher from the California Water Environment Association and or ability to obtain within twelve months of assignment when assigned to Collections.

Employees in this classification whose job duties require internet connectivity or the use of a District laptop and air card while on standby must provide and utilize, at their sole expense, a functionally reliable personal internet connection or District provided reliable air card with a District-provided laptop to facilitate District stand-by business.

Construction and Maintenance Worker II

In addition to the qualifications for the Construction and Maintenance Worker I:

Knowledge of:

Methods and practices of installing, repairing and maintaining water distribution, collection, canal and ditch systems. Methods, techniques, tools and operating characteristics of mechanical equipment used in the construction and maintenance of utility systems. Pertinent local, State and Federal laws, ordinances, rules and regulations.

Skill/Ability to:

Independently perform installation, repair and maintenance duties associated with the District's utility infrastructure and water conveyance system. Safely operate a variety of light to heavy construction equipment and hand tools. Read maps to locate pipelines and facilities. Recognize hazardous working conditions and take appropriate action. Address and resolve customer concerns. Locate and repair leaks and breaks. Troubleshoot water quality and pressure problems. Respond to emergency situations. Ensure a safe working environment in the absence of Senior Construction and Maintenance Worker.

Experience and 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:

Two years of responsible experience similar to Construction and Maintenance Worker I with the El Dorado Irrigation District.

Education:

Equivalent to completion of the twelfth grade.

SPECIAL QUALIFICATIONS

CLASS TITLE: Construction and Maintenance Worker I-III

License and Certificate:

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.

Possession of a Class A California driver's license.

Possession of a valid Water Distribution Operator Grade 2 Certificate issued by the by the State Water Resources Control Board (California) when assigned to Drinking water.

Possession of a valid California Water Environment Association Grade 2 Collection System Maintenance Certificate when assigned to Collections.

Successful Completion of Cal Poly San Luis Obispo Irrigation Training & Research Center 1) Flow Measurements & Canal Operation Course, or similar course, from a recognized training or higher learning institution when assigned to Hydro.

Construction and Maintenance Worker III

In addition to the qualifications for the Utility Worker II:

QUALIFICATIONS

Knowledge of:

Advanced principles, practices and methods of installing, repairing and maintaining District utility infrastructure and facilities; technical and functional supervision and training. Advanced methods, techniques, tools and operating characteristics of mechanical equipment used in the construction and maintenance of utility systems. Pipeline chemical application methods.

Skill/Ability to:

Ability to provide technical and functional supervision over assigned staff; effectively train staff. Perform the most complex duties related to the installation, repair and maintenance of District's utility infrastructure and water conveyance system in a safe and effective manner. Address and resolve the more difficult and complex customer concerns. Ensure a safe working environment. Accurately estimate labor, materials, and equipment needs.

Experience and 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:

At least two years of responsible journey level experience as a Construction and Maintenance Worker II at the El Dorado Irrigation District.

Education:

Equivalent to completion of the twelfth grade.

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SPECIAL QUALIFICATIONS

License and Certificate:

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.

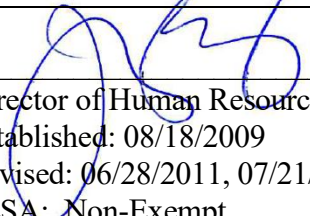
Possession of a Class A California driver's license.

Possession of a valid Water Distribution Operator Grade 3 Certificate issued by the State Water Resources Control Board (California) when assigned to Drinking water.

Possession of a valid California Water Environment Association Grade 3 Collection System Maintenance Certificate when assigned to Collections.

Possession of a valid Qualified Applicator Certificate or Qualified Applicator License with sewer line root control endorsement when assigned to Collections, depending on position.

Successful completion of Cal Poly San Luis Obispo Irrigation Training & Research Center 1) Flow Measurements & Canal Operation, and 2) SCADA Basics Courses, or similar courses, from a recognized training or higher learning institution when assigned to Hydro.

	<u>08/18/2023</u>
Director of Human Resources	
Established: 08/18/2009	
Revised: 06/28/2011, 07/21/2020, 06/07/2021, 08/18/2023	
FLSA: Non-Exempt	
Unit: Safety	