

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: UTILITY WORKER

DEFINITION

Under supervision performs a variety of maintenance and construction 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 single level class where employees within this class perform the full range of duties as assigned. Employees at this level receive instruction or assistance needed until fully aware of 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.*

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.

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.

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

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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 fill in for Senior Construction and Maintenance Worker in his/her absence.

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

Ensures safety procedures are followed.

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. Learn 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. 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.

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Education:

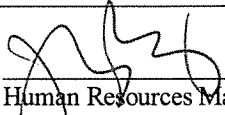
Equivalent to the completion of the twelfth grade.

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.

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.

 _____ Human Resources Manager	<u>10/03/2014</u> Date
Established: 08/18/2009 Revised: 07/14/2014 FLSA: Non-Exempt Unit: Safety	