

**CITY OF LOS BANOS
Job Description**

POSITION TITLE	UTILITIES MAINTENANCE I UTILITIES MAINTENANCE II UTILITIES MAINTENANCE III
DEPARTMENT	PUBLIC WORKS
EMPLOYMENT CATEGORY	REGULAR
EMPLOYMENT LEVEL	STAFF

UTILITIES MAINTENANCE I/II

DEFINITION:

To perform a variety of unskilled and semi-skilled maintenance work on the City's water and wastewater systems; and to operate a variety of equipment in the construction, operation, repair, maintenance and replacement of the water, sewer, and storm drainage facilities and systems.

UTILITIES MAINTENANCE III

DEFINITION:

To organize, assign and review the work of assigned personnel engaged in the performance of a variety of unskilled and semi-skilled maintenance work involving the City's water and wastewater systems; to perform duties requiring specialized knowledge; and to provide administrative support to assigned supervisor.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from Public Works Supervisor and/or Foreman. May receive general supervision from other assigned personnel. Utilities Maintenance II/III's may also exercise general supervision over other personnel as assigned.

DISTINGUISHING CHARACTERISTICS

Utilities Maintenance I

This is the entry level class in the Utilities Maintenance series. Positions in this class typically have little or no directly related work experience. Maintenance Utilities I is distinguished from Maintenance Utilities II by the performance of less than the full range of duties assigned to the II level. This class is typically used as a training class.

Utilities Maintenance II

This is the journey level class within the Utilities Maintenance series and is distinguished from the Utilities Maintenance I level by the assignment of the full range of duties. Employees 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.

Utilities Maintenance III

This is the advanced journey level class within the Utilities Maintenance 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 amounts 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 to classes within the series, including providing technical and functional supervision over assigned personnel and assisting with planning, scheduling, and implementing operation, maintenance and construction activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

EXAMPLES OF ESSENTIAL DUTIES

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

Utilities Maintenance I/II

- Reliable and dependable attendance and punctuality.
- Inspect and/or repair chlorine machine, fluoride machine, well equipment, water tower, water meters, drainage systems and sewer systems at frequent intervals to ensure that all aspects of systems are functioning properly.
- Maintain a variety of reports and records related to inspections, maintenance activity, water supply, and consumption.
- Determine location of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.
- Respond to complaints regarding water leaks, poor taste, color, odor, pressure, loss or no water; evaluate problems and recommend solution to supervisor.
- Contact residents and business owners regarding discontinuation of service; respond to questions from the public.
- Ensure proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Operate a variety of power construction and maintenance equipment including backhoe, loader, forklift, combination jet rodder, and trucks of various sizes and weights; load, haul and unload equipment, gravel, and sand.
- Perform routine inspections and preventive maintenance on assigned equipment; refer defects or needed repairs to supervisor.
- Ensure compliance with safety procedures.
- As part of a crew, perform required labor involved in construction and maintenance projects including pavement cutting, trench excavation, manhole and line cleaning, main and pipe repair, laying and back filling and ditch maintenance.
- Cut, fit, lay, repair, tap, clean and flush water mains, pipes, gates and fittings in the repair of mains and services and installation of services, fire hydrants and drinking fountains; assist in shutting off broken sections of water mains.
- Service water supply, sewer lift and other pumps.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.
- Assist with the training of less experience staff (Utilities Maintenance II).

Utilities Maintenance III

- Reliable and dependable attendance and punctuality.
- Plan, prioritize, and review the work of staff assigned to a variety of unskilled and semi-skilled maintenance work involving the City's water and wastewater systems.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Take samples from various locations and of various plant processes; read and record plant instruments; perform basic laboratory work.
- Inspect and/or repair chlorine machine, fluoride machine, well equipment, water tower, water meters, drainage systems and sewer systems at frequent intervals to ensure that all aspects of systems are functioning properly.
- Maintain a variety of reports and records related to inspections, maintenance activity, water supply, and consumption.
- Determine location of gas, telephone, power, television, water and sewer lines prior to excavation.
- Respond to complaints regarding water leaks, poor taste, color, odor, pressure, loss or no water; evaluate problems; recommend solution to supervisor.
- Contact residents and business owners regarding discontinuation of service; respond to questions from the public.
- Ensure proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Operate a variety of construction and maintenance equipment including backhoe, loader, forklift, combination jet rodder, and trucks of various sizes and weights; load, haul and unload equipment, gravel, and sand.
- Perform routine inspections and preventive maintenance on assigned equipment; refer defects or needed repairs to supervisor.
- Ensure compliance with safety procedures.
- Perform required labor involved in construction and maintenance projects including pavement cutting, trench excavation, manhole and line cleaning, main and pipe repair, laying and back filling and ditch maintenance.
- Cut, fit, lay, repair, tap, clean and flush water mains, pipes, gates and fittings in the repair of mains and services and installation of services, fire hydrants and drinking fountains; assist in shutting off broken sections of water mains.
- Service water supply, sewer lift and other pumps.
- Required to work on Saturdays, Sundays, and holidays on a rotation basis.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform other related duties as assigned.

Utilities Maintenance I

Knowledge of:

- Basic uses and purposes of general construction tools and equipment.
- Safe work practices.
- Pertinent local, State and Federal regulations, rules and laws.

Ability to:

- Learn to perform maintenance and repair activities on the City's water and wastewater systems.
- 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 of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 100 pounds or less.
- Understand and follow written and oral instructions.
- Learn to read and understand maps and plans for construction and replacement of sewage and water facilities.
- Learn to operate pumps, fluoride equipment and other types of equipment commonly found in municipal water and wastewater systems.
- Learn to troubleshoot and repair a variety of equipment, pumps and systems.
- Accurately complete logs and daily reports.
- Safely operate light and heavy equipment, hand and power tools.
- Perform heavy manual tasks for extended periods of time.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Must be age eighteen (18) by date of application.
- Equivalent to completion of the twelfth grade.
- Possession of a valid California Class C driver license and ability to obtain, a valid California Class B driver license within six (6) months of hire date.
- Must be able to obtain State of California Water Distribution and Water Treatment Operator certifications within eighteen (18) months following hire date.

DESIRED QUALIFICATIONS

- Prior knowledge of public works maintenance or backhoe operation

Utilities Maintenance II

In addition to the qualifications for the Utilities Maintenance I:

Knowledge of:

- Equipment, facilities, materials, methods and procedures used in the maintenance, construction and repair of City water and wastewater facilities.
- Uses and purposes of general construction tools and equipment.
- Safe work practices.
- Pertinent local, State and Federal regulations, rules and laws.

Ability to:

- Perform maintenance and repair activities on the City's water and wastewater systems.
- 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 of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 100 pounds or less.
- Understand and follow written and oral instructions.
- Read and understand maps and plans for construction and replacement of sewage and water facilities.
- Accurately complete logs and daily reports.
- Operate pumps, fluoride equipment and other types of equipment commonly found in municipal water and wastewater systems.
- Safely operate light and heavy equipment, hand and power tools.
- Troubleshoot and repair a variety of equipment, pumps and systems.
- Perform heavy manual tasks for extended periods of time.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Possession of a Class B driver license.
- Possession of a Grade I Water Treatment Operator's Certificate and Grade II Water Distribution Operator's certificate.
- Two (2) years of experience equivalent to Utilities Maintenance I or similar position.

Utilities Maintenance III

In addition to the qualifications of Utilities Maintenance II:

Knowledge of:

- Principles and practices of technical and functional supervision and training.
- Equipment, facilities, materials, methods and procedures used in the maintenance, construction and repair of City water and wastewater facilities.
- Principles of water quality analysis.
- Operation and maintenance of pumps and lift stations.

- Methods of underground sewer and storm line construction and repair.
- Uses and purposes of general construction tools and equipment.
- Safe work practices including safe shoring and trenching practices.
- Pertinent local, State and Federal regulations, rules and laws.

Ability to:

- Provide technical and functional supervision over assigned staff; effectively train staff.
- Perform maintenance and repair activities on the City's water and wastewater systems.
- 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 of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 100 pounds or less.
- Understand and follow written and oral instructions.
- Read and understand maps and plans for construction and replacement of sewage and water facilities.
- Accurately complete logs and daily reports.
- Accurately analyze water samples.
- Operate pumps, fluoride equipment and other types of equipment commonly found in municipal water and wastewater systems.
- Safely operate light and heavy equipment, hand and power tools.
- Troubleshoot and repair a variety of equipment, pumps and systems.
- Perform heavy manual tasks for extended periods of time.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

- Two (2) years of experience equivalent to Utilities Maintenance II or similar position.

10/17