

City of Signal Hill

Water Utility Worker I/II

Bargaining Unit: SHEA

Date: October 07, 2008

Revision Date: June 10, 2025

CENTRAL PURPOSE OF JOB

Under direct supervision, performs a variety of semi-skilled and skilled tasks in the construction operation, maintenance, repair and/or cleaning of water facilities in the City.

DISTINGUISHING CHARACTERISTICS:

This is the entry/journey level class in the field water maintenance/utility worker class series. The salary listed encompasses both level I and level II. Incumbents assigned to this class initially perform routine and closely related duties under close supervision. However, as experience is acquired, they are expected to work independently exercising judgment and initiative. Positions in this class are distinguished from those in the Senior Water Maintenance/Utility Worker class in that they do not frequently perform the most complex and difficult field maintenance duties, provide constant lead supervision to other field maintenance personnel, nor frequently operate heavy equipment in the most difficult and responsible work situations.

Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to the following characteristic duties, responsibilities, knowledge, skills and other characteristics. The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Independently, or as a member of a crew, perform a variety of semi-skilled work in the installation, repair, and maintenance of the City water system.
- Operate heavy construction equipment in routine situations, including backhoes, loaders, dump trucks and trenchers.
- Locate, excavate and repair leaks in water lines and mains.
- Install, maintain and repair hydrants, valves, meters and meter boxes.
- Use light equipment such as concrete saws, tappers, compactors, and jackhammers as well as a variety of hand tools.
- Read water meters; maintain appropriate records.
- Assist in the repair of pumps, booster stations, and other water system facilities.
- Tap water lines, turn on and shut off water service as directed.
- May operate the City water system; monitor and ensure adequate water levels in storage facilities; take samples and keep appropriate records.
- May perform backflow device inspection and testing duties.
- May administer the Cross-Connection Control program.

MARGINAL FUNCTIONS

- Respond to emergency calls; subject to call back at any time.
- Perform various related duties as required.

Minimum Training and Experience

Any combination of education, training, and work experience to demonstrate possession of the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical way of obtaining the required qualifications is to possess:

Experience: Six (6) months paid full-time experience performing general construction and/or maintenance work.

Education/Training: High school diploma or equivalent.

Licenses and Certificates:

- Valid Class C California driver license, acceptable driving record, and evidence of insurance are required.
- Class B California drivers' license is required upon completion of one-year probationary period.
- For Water Utility Worker Grade I classification, a California State Water Resources Control Board issued Water Distribution Grade D1 Certificate is required with your application.
- For a Water Utility Worker Grade II classification, a California State Water Resources Control Board issued Water Distribution Operator Grade D2 Certificate is required with your application AND a California State Water Resources Control Board issued Water Treatment Operator Grade T2 certificate is required (or the ability to obtain a Water Treatment Operator T2 certificate within the first 12 months of employment).

Desirable Qualifications: AWWA Backflow Tester and Cross Connection Specialist certification desired.

Position requires standby duty upon approval from Water Superintendent and is subject to call-out during regular off-time hours to assist in emergency repair and maintenance situations according to guidelines in place as outlined in the applicable Personnel Rules and Memorandum of Understanding (MOU).

Knowledge and Abilities Required to Perform Essential Job Functions

Knowledge of:

- Utilization and care of general construction and maintenance tools and equipment as used in the assigned area of work.
- Methods, techniques and procedures related to parks, buildings or street maintenance or water system operations and maintenance.
- Hazards associated with the work and proper safety precautions.

- Traffic laws, ordinances, and rules involved in truck and heavy equipment operations.
- Purposes, uses and care of a variety of vehicles, equipment, power tools, and hand tools, including motorized, pneumatic, and hydraulic equipment.
- Techniques and methods of irrigation system installation and maintenance, or basic practices and procedures of electrical and plumbing work.
- Proper and effective use of chemicals and cleaning solutions.
- Safe work practices.

Mathematical Ability:

- Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability:

- Ability to apply functional reasoning in performing routine functions following clearly prescribed standard practices.
- Ability to exercise judgment required in situations characterized by repetitive or short cycle operations covered by set procedures or sequences.
- Ability to mix chemicals and cleaning solutions.
- Ability to assemble, copy, record and transcribe data and information, following a prescribed plan; ability to compare, count, differentiate, measure and/or sort data and information.

Language Ability and Interpersonal Communication:

- Ability to utilize and comprehend a variety of reference data and information, such as billings, letters, production orders, operating instructions, schedules, records, basic maps and blueprints.
- Ability to communicate effectively in English language, spoken and written, with coworkers and the general public.
- Ability to explain, demonstrate and clarify to others within well established policies, procedures and standards, as well as the ability to follow specific instructions and respond to simple requests.

Physical Requirements:

- Ability to operate equipment and machinery requiring complex and rapid adjustments, such as the use of hand tools, mechanical equipment, power tools, and the operation of vehicles in a safe and effective manner.
- Ability to coordinate eyes, hands, feet and limbs in performing semi-skilled movements, such as assembling.
- Ability to exert heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move 50 - 70 pounds.

Environmental Adaptability:

- Ability to work under mildly safe and uncomfortable conditions where exposure to environmental factors, such as temperature variations, odors, toxic agents, violence, noise, vibrations, wetness, machinery, disease and/or dust may cause discomfort and where there is a risk of injury, requiring extended recovery time.
- Ability to work indoors and outdoors with varied environmental demands.

ADDITIONAL INFORMATION

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.