



## Utility Worker III

Class Code:  
710

ALAMEDA COUNTY WATER DISTRICT  
Revision Date: June 2012

### DEFINITION

Under general supervision of a Distribution Maintenance Supervisor and in compliance with all CAL-OSHA personal and equipment safety regulations, performs a full range of journey level work in the construction, repair and maintenance of all underground water system facilities; organizes job sites to ensure the availability of necessary tools, equipment and materials and work site and traffic safety; performs a wide range of highly skilled duties such as valve control to test, mark, record and protect system valves; responds to emergencies including after hours according to assigned rotation schedule; safely operates a wide variety of heavy construction equipment, heavy trucks, and power tools; and performs other related work as required.

### DISTINGUISHING CHARACTERISTICS

**Utility Worker III** is the advanced journey-level in the in the Utility Worker series. Under general supervision within a framework of established policies and procedures, incumbents regularly perform the most highly skilled duties in system maintenance, construction or service work, such as valve control, trouble calls, USA markings, field testing and the safe operation of heavy construction equipment, backhoes and heavy trucks and must be familiar with hydraulic and pneumatic equipment, either working individually or as lead members of a crew.

This classification is distinguished from the journey-level Utility Worker II by the regular performance of the most highly skilled duties in system maintenance, construction or service work and possession of a higher level of related knowledge, skills and abilities. This classification is further distinguished from Distribution Maintenance Supervisor which is responsible for planning, scheduling, directing, and evaluating the work of a field crew or crews.

### TYPICAL DUTIES

#### TYPICAL EXAMPLES OF DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- May direct a crew as a working member and assume responsibility for the work of the crew; may direct the work of temporarily assigned additional crew members such as welders, operators, truck drivers and/or others.
- As member of a utility crew, performs highly skilled work in the construction installation, maintenance, replacement and repair of water mains, service lines, fire hydrants, meters, valves, and other appurtenances and performs other duties related to construction and maintenance of District property; independently performs maintenance and repair work that only requires one person; and may direct the work and train or assist in training less experienced employees on specific assignments.
- Prepares job site for work by setting up and placing warning devices and traffic barricades; ensures that materials and tools are available as needed, returns tools and equipment to their proper place; keep tools and supplies in a clean and orderly manner on the job; keeps work area in a clean and orderly condition; inspects jobs before and after completion to assure that they comply with drawings and established procedures, and that proper work methods and safety practices are followed.
- As assigned, performs valve control duties, including testing, cleaning, marking and

recording system valves and protecting valves while working with contractors on street construction.

- Disinfects and flushes new distribution mains, de-chlorinates distribution mains and discharges, flushes the distribution system, performs hydrant flow tests as assigned; and performs pressure tests and takes bacteria samples on District-constructed work.
- Makes field investigations of new service orders to determine whether service line is properly located and marked.
- Safely operates variety of heavy equipment, including backhoes and related equipment, to bore or excavate for installations or repairs to the distribution system; backfills and moves dirt and grades surfaces; and operates a boom truck or similarly rated crane to load and unload material needed for the job.
- Performs physical labor work as required, including using shovel, pick, and bar to excavate, backfills holes and trenches; installs shoring, and bracing in holes and trenches as required; mixes and shovels concrete mixture into place; tamps and/or operates vibrator to ensure proper distribution of aggregate; replaces and/or installs concrete around fire hydrants, manhole covers, gate pots, meter boxes, and related fixtures.
- Taps water mains; installs, repairs, or removes AC, steel, copper, or plastic service lines; installs industrial, commercial, or residential water meters; measures, cuts, and threads pipe to fit.
- Performs emergency off-hour repair work and stand-by duties on a scheduled rotating basis.
- Investigates reports of meter leaks, high and low water pressure, house-line leaks, service leaks, and hydrant leaks to determine need for repairs; determines urgency and extent of problems; evaluates whether crews should be dispatched.
- Locates and inspects valves, hydrants, and meters from maps, drawings, and sketches; may turn off fire hydrants, mains or services for emergency request or at consumer request. Installs and repairs a variety of valves, inspects and operates valves as required; locates, cleans, and seals valve pots.
- Adjusts meters, repairs meter leaks and performs minor maintenance in the field or shop and replace broken, worn or defective parts.
- Safely operates an asphalt/concrete saw, compressor, and pneumatic tools such as pavement breakers, spades and tampers to cut and remove pavement or concrete; operates vibratory compactor, roller, and related equipment; performs blade changes, adjustments and minor maintenance on asphalt-concrete saws.
- Safely uses a variety of common and special hand tools and equipment such as wrenches, hammers, pliers, screwdrivers, and such special tools and equipment cutting torches, caulking tools, sump pumps, and flaring tools

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- Operates electrical pipe-locating equipment to locate and mark ACWD underground pipeline facilities; uses a computer and USA software to record work performed and pulls tickets to be marked.
- Slings pipe for lowering into the trench; assists in directing crane and equipment operators when placing pipe.
- Safely operates heavy trucks to off-haul spoils from the job site or to transfer to storage area and to import cutback and/or backfill materials; inspects truck prior to driving, maintains truck in safe operating condition while in the field; regularly checks operation of lights, brakes, accessories; ensures adequate fuel and oil supply; keeps tires properly inflated; makes other similar service checks and reports need for mechanical repair and adjustments.
- Reads and interprets surveying grade stakes and transfers grades to ditch-line, curbs, and street sections; checks distribution drawings, notes corrections thereon and notifies immediate supervisor of corrections to be made.
- Plans and directs water shutdowns and notifies consumers; arranges for temporary water supply when necessary.
- Notifies supervisor of City street overlay projects and identifies the number of valve pots to be raised; cleans valve pots as necessary.
- Completes or posts information to standardized manual or electronic forms; keeps accurate records and makes oral or written reports of work completed, unusual incidents or dangerous conditions; completes work related documents completely and in a timely manner.
- May collect and deliver water samples to the laboratory to determine source of leaks.
- If certified, may perform backflow testing and repair.
- Performs other related work as required.

## REQUIREMENTS

*Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:*

### **Education and Experience:**

High school diploma or its equivalent; five years experience in water installation and repair work in a position equivalent to a Utility Worker II.

### **Knowledge, Skills and Abilities:**

**Advanced Working Knowledge of:** the identification, use and operation of common hand and power tools; equipment, materials, and methods used in water distribution pipeline installation, repair, and maintenance; sanitation practices applied to such pipelines; safety regulations and procedures pertaining to the work, including proper trench shoring and barricading methods; the operation and limitations of heavy construction equipment; laws and safety regulations

governing the operation of heavy duty trucks and the transportation of heavy construction equipment: basic hydraulics applicable to a water distribution system; methods, materials, and equipment used in the maintenance and repair of water meters and water distribution systems;

General Knowledge of: Procedures for the disinfecting, flushing and de-chlorinating distribution; tools, methods, materials, and equipment used in placing, smoothing, finishing, and curing concrete in sidewalk, curb, gutter and street construction;

Skill and Ability to: install, inspect, maintain, and repair a variety of underground pipelines and related facilities; using hand and power tools and equipment required for the work use hand and power tools and equipment required for the work; apply safety procedures to work performed; read and interpret pipeline drawings, blueprints, maps, specifications and survey markers; work from plans, sketches and written instructions; safely operate a variety of heavy construction equipment safely; drive heavy trucks with complex gear arrangements carefully, smoothly, and without damaging to equipment while observing legal and defensive driving practices; properly load and secure heavy and awkward equipment and materials; work cooperatively as a crew leader or as a crew member and provide training to others; respond to off-hours emergency situations as assigned on rotating standby schedule; communicate effectively with the public; accurately read meters and gauges; learn to operate computerized sonar and electronic leak detection equipment; learn to set up and operate electrical measuring instruments; follow oral and written instructions; complete forms accurately and keep basic records; make accurate arithmetical calculations; establish and maintain effective working relationships; and perform essential duties of the job without causing harm to self or others.

**Additional Requirements:**

- Must possess and maintain an unrestricted Class A California driver's license and have a satisfactory driving record
- Must possess a Water Distribution Operator Grade 2 certificate

**Working Conditions/Physical Requirements:**

The essential duties of this classification require the ability to work outdoors under various climatic and geographic conditions; to work after hours in response to emergencies and on a stand-by schedule on a rotation basis; to work in an environment with exposure to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, and oil; and to regularly perform duties in water, on uneven and slippery surfaces, below ground, in confined spaces on ladders and/or scaffolding, around moving vehicles and equipment and on equipment with moving parts and subject to continuous vibration.

The essential duties of this classification require repetitive use of feet and hands to operate vehicles, equipment and tools and the ability to lift and carry tools and equipment weighing up to 90 pounds; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; and to climb stoop, kneel, crouch, reach, stand, and walk; and finger dexterity and hand strength to operate and grasp tools and equipment on a daily basis.

Revised: 07/12

Approved:   
Human Resources/Risk Manager