



Utility Worker II

Class Code:
709

ALAMEDA COUNTY WATER DISTRICT
Revision Date: June 2012

DEFINITION

Under general supervision and in compliance with all CAL-OSHA personal and equipment safety regulations, performs all but the most skilled work in the installation, repair and maintenance of underground water distribution pipeline systems; responds to emergencies including after hours according to assigned rotation schedule; safely operates a variety of vehicles and mechanical equipment; may serve as assigned crew leader providing oversight and training to less skilled and experienced Utility Workers on specific work procedures; may perform more skilled work such as valve control, trouble calls, USA marking and backhoe operation as training assignments; and performs other related work as assigned and/or required.

DISTINGUISHING CHARACTERISTICS

Utility Worker II is the journey level in the Utility Worker series. Under general supervision within a framework of established policies and procedures, incumbents perform all but the most skilled duties on a construction, maintenance or service crew including the operation of a variety of vehicles and equipment and potential assignment as crew leader. Assignments are given in general terms and are subject to periodic review while in progress and upon completion. There is some latitude for independent judgment and action in well-defined areas of work.

This class is distinguished from the advanced journey-level Utility Worker III class which regularly performs the most skilled duties in underground system maintenance, construction or service work requiring a higher degree of knowledge, skill and abilities. The Utility Worker I, II and III classifications are flexibly staffed. Incumbents in this classification normally advance to Utility Worker III after five years experience at the Utility Worker II level and with a performance rating of "meets requirements" overall on the most recent evaluation, possession of an unrestricted commercial Class A California driver's license, possession of a Water Distribution Operator Grade 2 certificate and demonstrated proficiency in the job requirements of the advanced journey-level III classification.

TYPICAL DUTIES

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

- As member of a utility crew, performs semi-skilled and skilled work in the construction installation, maintenance, replacement and repair of water mains, service lines, fire hydrants, meters, valves, other appurtenances, concrete and asphalt, and 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.
- 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.
- 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

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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.

- Safely operates a variety of equipment including trucks, skip loaders, backhoe, trenchers, , vacuum excavators, front-end loaders, compressors, tapping machines, valve machines, jackhammers, pipe cutters, and a wide variety of other hand, hydraulic, power tools and equipment common to pipeline work.
- 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; reads meters by-passed by regular meter reader and may fill-in for regular meter reader.
- 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, concrete placement tools, and such special tools and equipment cutting torches, caulking tools, sump pumps, and flaring tools.
- Operates electrical pipe-locating equipment to locate and mark underground pipeline facilities.
- 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 perform valve control duties, including testing, cleaning, marking and recording system valves and protecting valves while working with contractors on street construction.
- May disinfect and flush new distribution mains; flush the distribution system and performs pressure tests and takes bacteria samples.
- May be assigned more skilled work such as valve control, trouble calls, USA markings, and backhoe operation for training purposes.
- If certified, may perform backflow testing and repair.
- May be used to augment the gardening staff during peak periods.
- 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:

Possession of a high school diploma or equivalent and three years of experience as a Utility Worker I for the Alameda County Water District.

Knowledge, Skills and Abilities:

Working Knowledge of: principles, practices, equipment, tools, materials and methods used in pipeline installation, maintenance and repair; sanitation practices related to water distribution pipelines; identification, proper use and safe operation of common hand and power tools and power equipment including trucks, loaders and related equipment; safety regulations and procedures pertaining to the work performed, including proper shoring and barricading methods; traffic safety methods, practices, rules and regulations; proper English usage in verbal and written form; relevant policies, rules and governmental regulations.

Skill and Ability to: perform a variety of skilled work and heavy manual labor; install, maintain and repair a variety of underground pipelines and related facilities; read meters; 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; respond to off-hours emergency situations as assigned on rotating standby schedule; operate a vehicle observing legal and defensive driving practices; communicate effectively and deal tactfully and courteously with customers and the general public; learn to operate computerized information systems, sonar and electronic leak detection equipment; follow oral and simple written instructions; complete forms accurately and keep simple records; make accurate arithmetical calculations; work cooperatively as a team member; establish and maintain effective working relationships; and perform essential duties of the job without causing harm to self or others.

Additional Requirements:

- Must possess an unrestricted Class A California driver's license and have a satisfactory driving record.
- Must possess a Water Distribution Operator Grade 1 certificate.
- Must obtain a Grade 2 Water Distribution Operator's Certificate in order to be considered for advancement to Utility Worker III.

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.

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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