

CITY OF DALY CITY
JOB SPECIFICATION

APPROVED BY
PERSONNEL BOARD: 02/08/2007
CITY COUNCIL: 02/26/2007
RES. NO.: 07-35

DISTRIBUTION SYSTEM MAINTENANCE WORKER I/II

DEFINITION

Under general supervision, performs preventative, corrective and emergency maintenance, construction and repair to distribution system facilities; handles public relations in the field; and performs other duties as assigned.

Distribution System Maintenance Worker I is the entry-level class and Distribution System Maintenance Worker II is the journey level class in the series. Incumbents in the Distribution System Maintenance Worker I class will progressively perform most of the duties required in the series but are not expected to function at the same skill level and will usually exercise less independent direction and judgment on matters related to work procedures and methods. Work is usually supervised while in progress and fits an established pattern that has been explained in detail as they arise. Under the flexible staffing concept, Distribution System Maintenance Worker II positions that may become vacant may reasonably be filled at the Distribution System Maintenance Worker I or Utility Maintenance Worker level for training purposes.

Positions in the Distribution System Maintenance Worker II class are flexibly staffed and normally filled by advancement from the Distribution System Maintenance Worker I class, or when filled from the outside, require prior specific experience in building related and/or water/water-delivery-related construction and maintenance. Appointment to this class requires the employee to be performing substantially the full range of water/water-delivery-related construction and maintenance duties and to meet the qualification standards for the class. This class requires the ability to work independently exercising judgment and initiative. Duties will normally require the ability to operate the full range of tools and mechanical equipment related to water maintenance.

EXAMPLES OF DUTIES

Assists as a member of a crew or individually installs or repairs water lines, service connections, meter, valves, and other water infrastructure facilities; digs ditches and excavations using pneumatic, hydraulic and hand tools; back fills trenches and excavations; cuts, threads and assembles pipe; caulks water lines; makes new service connections installing meters and boxes and tapping main lines; installs, repairs, and replaces fire hydrants; drives a truck hauling workers and materials; may work swing or

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graveyard shift; responds to service requests; responds to emergency calls; keeps records of materials used or performed; may assist in the testing and repair of water meters; operates compressor, air tools, tampers, backhoe, front loader and other related construction tools. Regularly prepares routine reports and logs including daily activity reports. May undertake minor carpentry, plumbing, cement work and electrical work.

MINIMUM QUALIFICATIONS

Knowledge of: Preventative maintenance, repair and record-keeping procedures of a typical water distribution system; methods and equipment used to install, repair and maintain water distribution infrastructure; occupational hazards, safety precautions and principles of accident prevention.

Ability to: Safely use hand and power tools; operate and service pumps, motors and other mechanical equipment; perform the more skilled tasks required in the field operation of a water distribution system; make arithmetic calculations involving fractions, decimals and percentages; use CRTs, PCs, and computer-based data systems; understand and follow oral and written instructions; demonstrate a high degree of mechanical aptitude; read maps; accurately mark locations of underground facilities; work in adverse weather conditions which require exposure to wind, rain and cold temperature; work in atmosphere which often involves noise, noxious odors, gases, contact with water and/or wastewater, and risk of bodily injury; maintain an appropriate public service demeanor and positive customer service interactions; report back to work to respond to after hour call backs and to report to duty during an emergency; adhere to Standby Duty Procedures; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Physical Capability to: Perform moderate, and sometimes strenuous, sustained manual labor; walk, climb, lift, crawl, stoop and bend to reach work; work safely in confined spaces; work outdoors in temperature extremes and inclement weather.

Experience:

- Distribution System Maintenance Worker I, entry level: one (1) year, full-time, paid experience in construction, maintenance, or other semi-skilled, physical work.

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- Distribution System Maintenance Worker II: two (2) years of full-time, paid experience in construction or maintenance work in a water utility system or the plumbing trade.

Education:

- Distribution System Maintenance Worker I, entry level; completion of the tenth grade. Graduation from high school or the equivalent is desirable and required to advance to Level II in the classification series.
- Distribution System Maintenance Worker II: Graduation from high school or equivalent

License:

- Possession of a valid, Class C, California Driver's License at the Distribution System Maintenance Worker I level.
- To be appointed to the Distribution System Maintenance Worker II Level, individual must possess a valid Class B California Driver's License (including acceptable driving record) and a Water Distribution Operators License D1 issued by the Department of Health Services.

R: 02/07