

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: February 18, 2021

Item description/summary: Utility Worker Position

In recent months, one of the three Utility Workers promoted up to a Utility Operator and the other moved over to the Wastewater Department to do inspections. The personnel in this position do all of the Water Departments turn-off, turn-ons, field checks, meter installs, and other day to day responsibilities within the District.

Fiscal Analysis:

This position is already a budgeted item.

Sample Motion/Staff Recommendation:

Consider authorizing advertisement and filling of vacant Utility Worker position, and fill position via District policies.

Prepared by:

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OLIVEHURST PUBLIC UTILITY DISTRICT

UTILITY WORKER

DEFINITION

Under general supervision, this is an entry-level position, which performs a variety of tasks in the operation, repair, maintenance and construction of any/all District facilities.

EXAMPLE OF DUTIES

- Assist in maintain domestic water system, including pumps, motors, controls, distribution system, pipelines, fire hydrants, meters, and appurtenances.
- Installs new water services and reads water meters.
- Assists in maintaining wastewater treatment facility and lift station structures and equipment.
- Assists in maintaining wastewater collection lines and appurtenances, including pumps, motors and controls.
- Installs new sewer laterals.
- Assists with inspection of tanks, pumps, equipment and connections into District water and wastewater systems.
- Assists with basic maintenance on pumps, electrical and plumbing repair.
- Assists in maintaining parks and recreational facilities including tennis courts, ball fields, swim pool and building maintenance.
- Develop and maintain positive public relations with emphasis on customer service.

DESIRABLE QUALIFICATIONS

Knowledge of:

- The use, purpose, care and hazards associated with certain chemicals used in the water and wastewater field.
- The use and purpose of hand tools and the ability to maintain and use them safely.
- General construction and maintenance materials, methods and terminology.
- General carpentry, plumbing, and mechanical systems.
- Basic arithmetic.
- Hand and power tool operations.

- Basic computer skills.

Skill in:

- Recognize, prioritize, and accomplish needed tasks.
- Respond quickly and effectively in difficult situations.
- Establishing and maintaining effective working relationships with those contacted in the course of the work, including co-workers, customers, etc.
- Safe driving practices.

Ability to:

- Use and develop proficiency for use of dump truck, air compressor, jack-hammer, earth auger and hand tools (i.e. plumbers tools, pipe threaders, shovels, etc.).
- Understand and follow oral and written instructions; work independently in the absence of supervision.
- Communicate effectively, both orally and in writing.
- Keep abreast of new and changing technology relevant to this position.
- Use initiative and independent judgment.
- Trouble shoot a variety of problems.
- Work any shift, holidays, and weekends. Willingness to work overtime.
- Carry out policies of the District.

JOB QUALIFICATION REQUIREMENTS

Minimum requirements:

- High School diploma or equivalent.
- Valid California driver's license with acceptable driving record for the past three years.

Preferred qualifications

- Experience or special courses in welding, plumbing, and mechanical maintenance.
- Class B license.

SPECIAL REQUIREMENTS

Essential Duties require the following physical skills and work requirements: Working conditions in the field are subject to variations in temperature, and may include wind, rain, and other elements. Requires the ability to differentiate colors, shapes, textures, odors; the ability to maintain mental capacity, which allows the capability of exercising sound judgment and rational thinking under varied

circumstances; the ability to see; the ability to communicate orally. Requires ability to work safely out-of-doors in all weather, lift and carry equipment alone frequently weighing up to 50 lbs. and up to 75 lbs with assistance; stand and walk for extended periods, climb, bend, and stoop, manual dexterity sufficient to grasp and hold and operate objects or tools with full range of motion; work/traverse on slippery and uneven surfaces; hearing capacity sufficient to understand conversations. Also includes exposure to chemicals, biohazards, heights, confined spaces, weather exposure, trip/fall hazards, power tools, and animals. Requires the ability to operate a motor vehicle.

Olivehurst Public Utility District is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodation to qualified individuals with disabilities.