

Olivehurst Public Utility District



Agenda Item Staff Report

Meeting Date: January 20, 2022

Item description/summary: Utility Worker Position(s)

For the last couple of years, the Water Department staffing has had only two Utility Workers instead of three due to one of them lateraling into a Utility Operator I position. Recently one of the two Utility Workers resigned. This leaves the Water Department very understaffed. The personnel in this position do all the Water Departments turn-off, turn-ons, field checks, meter installs, and other day to day responsibilities within the District. Staff is requesting advertising and hiring for two Utility Worker positions to provide full staffing in the Water Department.

Fiscal Analysis:

These positions are already a budgeted item.

Sample Motion/Staff Recommendation:

Consider authorizing advertisement and filling of vacant Utility Worker positions, 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.