

INDIAN WELLS VALLEY WATER DISTRICT
Essential Function Job Description

1. **Position Title:** DISTRIBUTION MAINTENANCE REPAIR & CONSTRUCTION OPERATOR I
2. **Employment Classification:** Non-Exempt
3. **Department:** Distribution Maintenance Repair & Construction
4. **Reports To:** Distribution Maintenance Repair Construction Supervisor
5. **Fundamental Objective:** Under the direction of the Distribution Maintenance Repair & Construction Supervisor, performs a variety of semi-skilled manual labor tasks related to the construction, maintenance and operation of water systems.
6. **Level of Supervision Required:** Maximum. Direction is provided by Distribution Maintenance Repair & Construction Supervisor.
7. **Supervisory Responsibilities:** None.
8. **Essential Job Duties and Responsibilities:**
 - A. General maintenance of shop, warehouse, storage buildings, and service yard areas.
 - B. Performs manual labor and semi-skilled work in the maintenance, repair, construction, and installation of water systems, including pipelines, valves, fire hydrants, pumps, meters, and services.
 - C. Repairs service leaks.
 - D. Flushes and disinfects water lines.
 - E. Records/surveys water valve locations and exercises valves.
 - F. Operates a variety of power tools and equipment.
 - G. Keeps labor, material and maintenance records, and provides to accounting department.
 - H. Operates and services equipment used in the repair, installation, and maintenance of water system infrastructures including, but not limited to, compressors, jack hammers, backhoes, trenchers, tractors, trucks, and any other assigned light and heavy duty equipment.

- I. Restoration-type maintenance of roadways, streets, alleys, curbs, gutters, driveways, sidewalks, utilizing traffic control procedures, prior to, during, and following water system related activities.
- J. Performs related work as required.

Attendance at various meetings, including safety meetings.

All other temporary work assignments which are infrequently assigned to the maintenance/repair/construction positions, and not covered above, shall be considered non-essential tasks, duties or responsibilities.

9. **Skills and Abilities:**

A. **Knowledge of:**

1. Must have reading, mathematical, and written and oral language abilities in order to perform the essential functions of the job as outlined in Section Eight.
2. Must have the knowledge and understanding of a variety of standard construction-related materials including steel pipe, polyvinyl chloride and polyethylene pipe, asbestos cement pipe, mortar-lined steel pipe, ductile iron pipe, electrical wiring, cement/concrete, rebar, block, brick, asphalt, blacktop, desert mix, slurry, insulation, grout, dry wall, siding, roofing, etc.
3. Must have the knowledge and understanding of water-system-related tools and equipment such as water meters, meter boxes, angle stops, risers, tapping tools, pressure testers, meter hooks, meter keys, valve keys, fire hydrant wrenches, leak detection equipment, pressure recorders, mechanical seals, pipe banding material, and all other tools and equipment commonly used in the building and public works activities of public water purveyors.
4. Must have the knowledge and understanding of a variety of vehicles, tools, and equipment including all types of trucks, trailers, backhoes, jackhammers, shovels, trenchers, rollers, cranes, forklifts, air compressors and air tools, boring machines, metal detectors, tampers, graders, sweepers, pumps, mixers, rakes wrenches, sockets, ratchets, pliers, drills, screwdrivers, screws, saws, hammers, nails, bolts, nuts chisels, prods, hooks, punches, clamps, vices, cutters, torches, racks, steel pipe, pipe cutters, wire, ax, bars, mattocks, rods, tapes, ladders, mixers, gauges, scrapers, sanders, grinders, threaders, couplings, fittings, cables, ropes, etc.
5. Must have knowledge and understanding of a variety of chemical-type materials including gasoline, oils, acids, ammonia, paints, thinners,

sealers, cements, chlorine, soaps, cleaners, degreasers, lubricants, solvents, acids, pipe dope, glues, caulking, insecticides, herbicides, etc.

B. Ability to:

1. Operate and maintain power tools, but not limited to, compressors, jack hammers, trenchers, saw cutters, and any other assigned tools.
2. Operate and maintain heavy equipment, but not limited to, backhoes and tractors, any other assigned heavy equipment.
3. Use power tools such as air compressor, drill, saw, grinder, and air impact wrenches.
4. Safely operate and maintain assigned motor vehicle.
5. Use hand tools as needed.
6. Must be able to act responsibly, faithfully, and regularly observe all safety rules and utilize all health and safety equipment, procedures, and techniques required for all tasks, circumstances, locations, or weather conditions including, but not limited to, hard hats, respirators, masks, barricades, cones, flags, shields, high-visibility and protective clothing, protective gloves and footwear, miscellaneous hearing and eye protection equipment.
7. Perform mathematical calculations to add, subtract, multiply and divide all units of measure.
8. Read and work from blueprints, diagrams, maps and rough sketches, and ability to follow written and oral instructions.
9. Keep written records and make written and informal oral reports.
10. Operate a telephone and two-way radio, knowledge and proper use of hand signals for equipment operation and material handling, and communicate with office personnel, co-workers, and the public.
11. Maintain sound client/customer relationships to ensure customer satisfaction with quality and quantity of service.
12. Maintain sound and cooperative working relationships with co-workers, crew leaders, and management to insure output of a good and efficient product of service.

9. **Minimum Qualifications:** An equivalent combination of experience, education/training may be accepted by the General Manager. A typical way to obtain the knowledge and abilities would be:

Experience: Some experience in the construction field would be desirable.

Education: High School Graduate, or equivalent certification, required.

Certifications: Must obtain a State of California Water Distribution Grade D1 within two years of hire date.

Licenses: None.

Must also successfully complete physical examination and drug screen, and possess a valid California driver's license with a driving record acceptable to the District's insurance underwriter.

10. Physical Demands/Requirements:

The physical requirements and the physical demands placed upon this position are outlined separately. A copy of these requirements is to be attached to this job description.

DISTRIBUTION MAINTENANCE REPAIR & CONSTRUCTION OPERATOR I
JOB DESCRIPTION APPROVAL

Department Manager Recommendation:

Signature: _____

Date: 10 MAY 2016

General Manager Approval:

Signature: _____

Date: 10 May 2016

Received and Recorded by Human Resources:

Signature: _____

Date: 5/12/16