
California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Job Description – Utility Worker

POLICY NUMBER: 2983

2983.1 General Job Description

Under the direction of the Foreman or Water Treatment Plant Superintendent:

- (a) works independently or as a member of a crew to efficiently and productively provide assistance as needed in the repair, replacement, operations and maintenance of District facilities;
- (b) performs a wide variety of unskilled and semi-skilled manual and automated tasks.

2983.2 Prerequisite Qualifications

2983.2.1 High school diploma or the equivalency thereof.

2983.2.2 Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in potable and non-potable water transmissions systems.

2983.2.3 Valid Class B California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

2983.3 Basic Work Hours: 7:00 AM to 3:30 PM, Monday through Friday.

2983.4 Hourly Compensation:

2983.5 Essential Job Duties:

2983.5.1 Task: Assists in the repair of pipe leaks on District's distribution system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2983.5.2 Task: Assists in the installation of water mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2983.5.3 Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

2983.5.4 Task: Assists in the cleaning and maintenance of District irrigation ditches.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2983.5.5 Task: Applies weed control chemicals to ditch banks and around above-ground District facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

2983.5.6 Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various other water treatment plant facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2983.6 Marginal Job Duties:

2983.6.1 Task: Assists in the locating of District facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

2983.6.2 Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

2983.6.3 Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2983.6.4 Task: Repair and maintenance of District buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2983.6.5 Task: Reading meters, on backup or relief basis.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

2983.7 Environmental Demands:

2983.7.1 Outside: Always works outside in a variety of weather conditions ranging from snow to +100°F.

2983.7.2 Inside: Seldom works indoors in temperature-controlled environment.

2983.7.3 Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

2983.7.4 Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

2983.8 Mental Requirements:

2983.8.1 Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

2983.8.2 Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

2983.8.3 Math: Ability to perform basic math calculations. Ability to count and measure.

2983.8.4 Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

2983.8.5 Repetition: Routine daily work practices.

2983.8.6 Judgment: Works under direct supervision; minimal judgment required.

2983.8.7 Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

2983.8.8 Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.