



# LAKEHAVEN WATER AND SEWER DISTRICT Job Description

<b>POSITION TITLE</b> FIELD OPERATIONS MAINTENANCE PERSON II (LEVEL 8)	
<b>DEPARTMENT:</b> FIELD OPERATIONS	<b>SUPERVISOR:</b> FIELD OPERATIONS ASSISTANT MANAGER
<b>FLSA STATUS:</b> NON-EXEMPT	<b>INCUMBENTS(S):</b>
<b>SII CODE:</b> 1507	<b>REVISION DATE:</b> 2015-11-09
<b>REPRESENTED BY:</b>	<b>REVIEW DATE:</b> 2019-03-27

### **JOB SUMMARY:**

Performs field data collection, maintenance, and construction work throughout the water and sewer facilities of the District. Operates hand/power tools, equipment, and machinery to accomplish assigned duties such as, but not limited to; meter reading, grounds/building maintenance, operating and maintaining valves/pumps, pipe cleaning, installation and repair of water /sewer facilities, flagging, excavating, and erosion control work.

Work is generally performed under general supervision.

### **ESSENTIAL JOB FUNCTIONS:**

- Maintains regular, predictable attendance.
- Physical ability to conform with all safety requirements.
- Ability to competently perform the essential job functions of Maintenance Person I position.
- Competently performs activities assigned to assist employees of higher classification in field data collection, maintenance, and construction work on District infrastructure and facilities.
- Accurately and efficiently reads water meters and performs other customer service related duties.
- Removes/repairs/rebuilds/calibrates water meters.
- As assigned, responds to water customer complaints regarding excessive water consumption. Inspects water system for leaks. Advises customer of inspection results and responsibility for further diagnosis and repair or refers situation to employee of higher classification.
- Performs assigned activities in the installation, inspection, repair and maintenance of equipment and facilities. May install and/or remove and replace sections of piping systems; disassemble pumps, valves and repair and/or replace parts necessary to restore equipment to serviceable condition.
- Performs assigned operations necessary to accomplish service connections to water mains using special tapping equipment to install valves, lateral water lines, blow-offs, hydrants, meters and meter boxes.
- Lays and aligns pipe and accomplishes hook-ups. Flushes to test installation in accordance with established procedures. Backfills excavation using hand tools and power equipment.

- Operates compactor to complete surface restoration.
- Operates, maintains and troubleshoots mechanical components of standby generator systems.
- Operates power equipment units such as single and tandem axle dump trucks, vacuum truck, and backhoe.
- Sets up, inspects and operates all safety equipment including, but not limited to, personal gas monitors, tripods, personal harness assemblies, fresh air blowers, and PPE's.
- Sets up traffic cones and traffic control signs; directs others assigned to assist with traffic control.
- Uses Windows-based software to produce spreadsheets and files for maintenance reports.
- Performs routine grounds maintenance and repair of grounds maintenance equipment.
- Performs inspections and/or repair of hydrants, follow State regulations and maintenance programs.
- Responds courteously to questions or concerns from the public within scope of knowledge and refers other questions to appropriate employee/supervisor.
- Accurately locates underground utilities utilizing maps, drawings, electronic devices and marks location on the surface in accordance with standard procedures.
- Complies with all safety measures and procedures at all times.
- Must be available for "on-call" Field Operations duty and after hours emergencies.
- Requires shift, weekend and holiday work.
- Must be able to respond to District boundary in 30 minutes for "on-call" rotation.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- May perform job duties listed in the Water Operations Maintenance Person II job description under the direction of the Water Operations Manager, or designee.
- As required, performs project work involving painting, pouring concrete, replacing windows and signs, installing fences, and plumbing.
- Operates, maintains, and troubleshoots all areas of sewer pump stations.
- Able to perform building maintenance and repairs.
- Cleans and lubricates equipment.
- Inspects grease traps and interceptors on private property.
- Inspects, maintains and performs preventive maintenance on all sanitary sewer collection equipment, including but not limited, to sanitary sewer lift stations, air/vacuum valves, odor control scrubbers, flow metering vaults and manholes.
- Advises supervisor of sanitary sewer line problems.
- May be assigned to fill in for higher level positions.

**EDUCATION AND EXPERIENCE:**

- High School diploma or GED supplemented by two (2) years of experience in a similar work situation OR any combination of education and experience, which demonstrates competency.
- Must have any required certifications or licenses applicable to the utility (i.e. First Aid Training/CPR, Certified Flagging Safety, etc.).
- Must have a valid Washington State "Water Distribution Manager I (WDM I)" certification. A "Water Distribution Manager II (WDM II)" is highly desirable, but not required.
- Must have a valid Washington State "Cross-Connection Control Specialist (CCS)" certification.
- A Washington State "Wastewater Collection Specialist I (WWC I)" certification is highly desired, but not required.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Knowledge of the field of assignments and physical ability sufficient to perform thoroughly

and accurately the full scope of responsibilities as described in the job description.

- Basic mechanical ability, knowledge, and skill in using hand tools, power tools, instruments, equipment, radios, and materials used in waterworks.
- Basic knowledge and ability to operate heavy equipment.
- Ability to read, write, and understand the English language.
- Ability to operate a computer.
- Familiarity with computerized maintenance management software to develop work orders and keep records for assigned maintenance activities.
- Ability to maintain daily logs, timesheets and interpret construction record drawings/specifications.
- Knowledge and understanding of District policies and procedures.
- General knowledge of water systems, wastewater collection systems, and pump stations.
- Ability to meet District "on-call" criteria for "on-call" duty.

### **GENERAL REQUIREMENTS:**

- Ability to communicate courteously, effectively, tactfully, and maintain confidentiality.
- Demonstrate good written and oral communications skills.
- Ability to carry out oral and written instructions.
- Ability to organize and prioritize workload.
- May perform task/job duties of other work unit positions in order to balance workload and/or cross train personnel.
- Proficiency with common office practices, equipment and software.
- Follow all safety requirements set forth by District policy, State and Federal codes.
- Follow all District Policies and Procedures.
- Other duties as assigned.

### **SPECIAL REQUIREMENTS:**

- Must have valid WA State Driver's license.
- Must maintain a CDL Class A and tanker endorsement and must acquire a Hazardous Materials License for CDL within twelve (12) months of hire and/or promotion. CDL license shall be good for both automatic and manual transmissions.
- Requires a valid Lift Truck Operator certificate.
- Ability to perform manual labor and withstand exposure to variable weather conditions, loud noise, hazardous chemicals and odors, and enter confined spaces.

### **WORK ENVIRONMENT:**

- Work is generally performed in a field environment.
- May require shift, weekend and holiday work as required by emergency or work assignment.
- Anticipated to respond in emergency situations.
- Regularly required to use arms, hands and fingers to handle, feel, or operate objects, materials, tools, equipment or controls, and reach with hands and arms.
- Frequently required to stand, walk, hear, and talk normally with or without mechanical assistance.
- Required to lift at least 75 pounds routinely, with assistance, and occasionally move up to 75 pounds without assistance.
- Occasionally required to sit, climb or balance on ladders, stoop, kneel, crouch, crawl and smell.
- Specific vision abilities required by this job include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

## **MACHINERY, TOOLS, EQUIPMENT, PERSONAL PROTECTIVE EQUIPMENT:**

- Motorized vehicles and equipment, including pickup truck, CDL vehicles, backhoes, excavators, loaders, dozers, dump trucks, vactors/jet rodders, tanker trucks, asphalt rollers and forklifts. Other machinery, tools and equipment include generators/power units, pumps, oxy/acetylene tanks, drill presses, grinders, band saws, hydraulic/manual presses, hydraulic shears, pressure washers, compressors, jack hammers, compactors/tampers, hole hogs, hoists/booms, blowers, chop saws, asphalt/concrete saws, fall devices/harnesses, respirators, gas detectors, chlorine analyzers, pressure gauges, differential pressure gauges (backflow test equipment), underground locating equipment, pitot tubes, transits, multimeters, micrometers, computers, printers, fax machines.
- While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places and in outside weather conditions; occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- Requires the ability to wear and use a respirator.

**PHYSICAL DEMANDS:**

**N:** Never (not at all)

**O:** Occasional (1-33% of the time)

**F:** Frequent (34%-66% of the time)

**C:** Constant (67%-100% of the time)

STRENGTH:  Sedentary  Light  Medium  Heavy  Very Heavy

	Frequency	Comments	
Sitting	F		
Standing	F		
Walking	F		
Driving	F		
Lifting: 75 lbs.	F		
Carrying: 75 lbs.	F		
Push/Pull: 75 lbs.	F		
Climbing Stairs/Ladders	F		
Working at Heights/Balancing	O		
Bending at Waist	F		
Twisting at Waist	F		
Crouching/Kneeling	F		
Crawling	O		
Reaching	F		
Repetitive Motion	F		
Handling/Grasping	F	>67% % Pinch Grasp	>67% % Whole Hand Grasp
<i>Comments for line above:</i>			
Fine Finger Manipulation	F		
Talking	O		
Hearing	F	100% Indoors	100% Outdoors
Seeing	C		
Temperature Extreme	O		
<i>Comments for line above:</i>			
Vibration	O		
Other			

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals

may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.