



LAKEHAVEN WATER AND SEWER DISTRICT Job Description

POSITION TITLE FIELD OPERATIONS MAINTENANCE PERSON I (LEVEL 7)	
DEPARTMENT: FIELD OPERATIONS	SUPERVISOR: FIELD OPERATIONS ASSISTANT MANAGER
FLSA STATUS: NON-EXEMPT	INCUMBENTS(S):
SII CODE: 1507	REVISION DATE: 2015-11-09
UNION STATUS: IUOE	REVIEW DATE: 2017-05-11

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.
- 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.
- Operates District vehicle to pick up and deliver parts, equipment and supplies as required.
- As assigned, performs routine preventative maintenance tasks on District vehicles such as changing oil, tires, filters, headlamps, wiper blades, and chassis lubrication. In addition,

- washing, vacuuming and cleaning windshields of vehicles to maintain appearance standards.
- As directed, sets up traffic cones/barricades and traffic control signs and performs flagger duties to control vehicle/pedestrian traffic in and around work sites.
- Performs routine grounds maintenance and repair of grounds maintenance equipment.
- Responds courteously to questions or concerns from the public within scope of knowledge and refers other questions to appropriate employee/supervisor.
- 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 I job description under the direction of the Water Operations Manager, or designee.
- As required, may perform or assist employees of higher classification to perform project work involving painting, pouring concrete, replacing windows and signs, installing fences, plumbing, or other work.
- 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 one (1) years of experience in a similar work situation OR any combination of education and experience, which demonstrates competency.
- Must obtain within six (6) months of initial employment/placement any required certifications or licenses applicable to the utility (i.e. First Aid Training/CPR, Certified Flagging Safety, etc.).
- Must obtain within four (4) years of employment/placement a Washington State "Water Distribution Manager I (WDM I)" certification.
- Must obtain within two (2) years of employment/placement a 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 assignment and ability sufficient to perform thoroughly and accurately the full scope of responsibility as stated in the Essential Functions.
- 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.
- Ability to maintain daily logs, timesheets and interpret construction record drawings/specifications.
- Ability to understand District policies and procedures.

- 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 obtain a CDL Class A for manual and automatic transmission vehicles, together with a Tanker and Hazardous Materials endorsement, within eighteen (18) month from training start date as defined by the District.
- 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.