

**CITY OF HUGHSON
UTILITY WORKER I/II**

Added by Resolution No. 2023-48

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specific positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under general supervision, performs skilled and semi-skilled labor in the full range of assigned duties related to the City's water distribution and treatment systems, and the City's Wastewater Treatment Plant Facility. This may include construction, operation, control, reporting, maintenance, meter reading and repair. Incumbents serve as a technical resource in the Utilities Division and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS:

Utility Worker I

The **Utility Worker I** is an entry-level class responsible for a variety of operations and maintenance of the water distribution and treatment system, and plant operations and maintenance of the wastewater treatment plant, and incumbents are expected to perform the full scope of assigned duties. This classification is alternatively staffed with a Utilities Worker II and incumbents may advance to a higher level after gaining experience, obtaining required certifications, and demonstrating a level of proficiency that meets the qualifications of the higher-level class.

Utility Worker II

The **Utility Worker II** is the journey-level class expected to perform the full range of water system activities, and treatment plant responsibilities and related support duties with minimum supervision. Incumbent is responsible for the performance of the division's complex and difficult assignments and may provide training to entry-level staff. This classification is distinguished from the next higher classification of Senior Utility Worker in that the latter is responsible for division supervision and performance of the divisions most complex tasks.

SUPERVISION RECEIVED/EXERCISED:

Utility Worker I

Receives general supervision from the Senior Utility Worker, Utilities Superintendent, and/or higher-level staff assigned. May occasionally assist in the training of less experienced staff.

Utility Worker II

Receives general supervision from the Senior Utility Worker, Utilities Superintendent, and/or higher-level staff assigned. May provide training for less experienced staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Operates, monitors, and maintains all plant equipment and components, including but not limited to pumps, valves, plumbing, gearboxes, fans, blowers, aerators, and flow controls; reads and interprets meters, gauges, and charts; maintains and upgrades mechanical and electrical systems.
- Conducts regular on-site inspections of plant operations making appropriate adjustment to process controls, ensuring that operational problems are identified and corrected; ensures that plants are operating within safety standards established by federal, state, and local laws, ordinances, and regulations.
- Performs skilled wastewater pollution control laboratory testing and analysis; takes samples and coordinates detailed testing with outside laboratories; adheres to quality assurance programs for laboratory analysis and instrumentation; prepares and updates reports, including records and logs in compliance with state and federal mandates for reporting.
- Performs maintenance and construction work as directed on the wastewater treatment system and related facilities; maintains plant facilities and grounds in a safe, clean, and orderly condition; loads and unloads equipment and materials.
- Maintains proper operation of well sites and distribution system including cross connection control; maintains complete records of the water system infrastructure; ensures system compliance with all Department of Health Services permits, rules, and regulations; Maintains preventative maintenance program.
- Lay and fit pipelines, make water taps, install water services, fire hydrants, blow-offs, valves, meters, vaults, boxes, exercise valves, locate and mark services and mains for Underground Service Alert.
- Flush water mains, and service to maintain potable water, respond to emergencies, repair, and restore system operation, tactfully respond to consumer complaints, prepare consumer confidence report, collect meter readings, collect water samples, and ensure proper sampling and reporting.
- Read and update water distribution maps and as-built plans, identify and locate service and main leaks, operate pipe locaters and gas sensing equipment, excavate trenches, and install shoring, backfill trenches with proper material and achieve correct compaction, operate construction equipment, and power tools such as dump trucks, front-end loaders, tampers, tap machines, pavement saw, cutting torch and welder.
- Install traffic controls, barricades, signs, cones, and flags to safely direct traffic. Utilize proper safety precautions related to all utility work performed.
- Make daily rounds of the plant performing a variety of duties pertaining to water treatment and plant maintenance.
- Regularly monitor Arsenic treatment plant functions through reading gauges, graphs, meters, and control panels; perform and evaluate physical/chemical tests. Adjust plant operations, using a computer, to adjust the changing processing needs; mix and add chemicals as needed to maintain appropriate water quality.
- Establishes positive working relationships with representatives of community organizations, City management and staff and the public.

WORKING CONDITIONS:

Requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or

more is also required. This outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may be exposed to biohazards. The nature of the work also requires climbing ladders and work in confined spaces. The incumbent will also work around high voltage and loud noise. May be exposed to fumes, dust, and air contaminants. The incumbent may be required to respond to after-hour callouts.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Utility Worker I/II. A typical way of obtaining the required qualifications is to possess the equivalent of:

Utility Worker I

One year of experience performing general water system operations and maintenance duties, and/or operation and maintenance of a wastewater treatment plant. Work experience with a municipal or private water utility is highly desirable.

Utility Worker II

Three years of experience performing technical water system distribution and treatment duties, while in possession of a Water Treatment 2 (T2) certificate and a Water Distribution 2 (D2) certificate, one year must have been in possession of a Grade I Wastewater Treatment Plant Operator certificate, and equivalent education to a high school diploma. Work experience with a municipal or private water utility is highly desirable.

License/Certificate:

Possession of, or ability to obtain a valid Class C California driver's license; a Class A or B California driver's license is highly desirable.

Utility Worker I

Possession of a Water Distribution 1 (D1) Certificate and a Water Treatment 1 (T1) Certificate, and a Grade I Certificate as a Wastewater Treatment Plant Operator from the California Water Board within 24 months of employment. Passing probation in this position is contingent on receiving the required certifications in a timely manner.

Utility Worker II

Possession of a Water Distribution 2 (D2) Certificate and a Water Treatment 2 (T2) Certificate, and a Grade I Certificate as a Wastewater Treatment Plant Operator from the California Regional Water Quality Control Board. Grade 2 Certificate as a Wastewater Treatment Plant Operator is highly desirable. Passing probation in this position is contingent on receiving the required certifications in a timely manner.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KASs necessary to perform essential duties of the position.)*

Knowledge of:

Wastewater Treatment; Water distribution and treatment systems maintenance and construction; water utility systems, services, hydrants, meters and valves; materials, tools, meters, fittings and methods of construction and maintenance of water services; pipe laying and fitting; basic principles of mathematics; methods and procedures used in monitoring systems, practices for collection of water samples, disinfection (chlorination) rules and regulations; modern principles, practices and techniques of wastewater treatment plant operations; repair maintenance and adjustment procedures of treatment plant equipment and controls; basic principles, practices and methods of laboratory testing procedures; operational characteristics of the tools used in maintenance of stationary power equipment, pumping systems and electrical systems; general maintenance and repair work; laboratory safety standards and programs applicable Federal, State and local laws, codes and regulations, including OSHA, DHS, and traffic control; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform skilled and semi-skilled maintenance and operations of a wastewater plant and related facilities; collect a variety of samples for laboratory testing and conduct wastewater testing and analysis; maintain accurate records and prepare comprehensive reports; perform plant operation and maintenance assignments; operation and maintenance, construction, and repair work as assigned, properly handle contaminated materials and equipment, identify potential problems, recommend corrective actions, work in confined spaces, read and interpret engineering drawings, work safely in deep trenches and follow all safety requirements, disassemble water meters, pipes and fittings, clean, repair and disinfect parts, perform heavy manual labor including but not limited to lifting and carrying 50 pounds of weight, climbing, bending and stooping; work independently or as a part of a team; make sound decisions with established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner, communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships.

Skill to:

Operate an office computer and applicable software; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance, and repair activities and in the operation and maintenance of wastewater treatment facilities; read, monitor, and effectively report issues on a SCADA system.