



## OLYMPIC VIEW WATER & SEWER DISTRICT JOB DESCRIPTION

Position: Utility Worker 1 (Entry Level)

Section: Field

Hourly Range: \$28.97 - \$36.97

### JOB SUMMARY

The Utility Worker 1 is part of a team whose goal it is to provide safe and quality installation, repairs, and preventive maintenance to the District's property, water and sewer systems. This is done in accordance with District policies, construction and health standards, on a 24-hour basis to ensure customer satisfaction, water quality and fire protection.

### STRUCTURE

Employees work in a team environment in order to accomplish their mission, goals, and commitment to customer service. Standards for team and customer service have been established to ensure both internal and external commitment to customer support.

Verbal communication skills (listening, giving feedback and speaking up) as well as effective interpersonal and customer relations skills are necessary in a teamwork environment.

Conflict resolution skills are essential to balance the needs of both internal and external customers.

Work may be done independently or on multiple person crews, occasionally in isolated areas. There are three levels: Utility Worker 1 as entry level, Utility Worker 2 as intermediate level and Utility Worker 1 as journey level. Once a Utility Worker 1 has served a period of time in an orientation and assistance role and can demonstrate performance of multiple trade and administrative functions, obtain required certifications and licenses s/he becomes eligible for assignment to a Utility Worker 2 level. Such progression is not automatic and is determined by an individual's experience, skills acquired, and District needs. The Utility Worker 1 is an entry level position and is not expected to take the lead on any multiple person jobsite.

## ESSENTIAL JOB DUTIES

The specific statements shown below for each task are not intended to be inclusive. They represent minimal essential elements and criteria considered necessary to successfully perform the job. Other related duties and responsibilities may be required or assigned, as needed.

1. Assists in the performance of preventive maintenance and repairs on water distribution system to include but not limited to: cleaning tanks, flushing and repairing water lines, maintaining pumps and valves, testing water, maintaining hydrants, repairing leaks, working at water treatment plants to ensure water quality
2. Assists with maintaining sewer collection system to protect District asset and provide reliable customer service to include but not limited to: Inspecting and cleaning manholes, unplugging backups in both main and side sewer lines, main line inspection using cameras, flushing, maintaining lift stations, performing preventative maintenance and repair to sewer lines.
3. Installs, maintains, and reads water meters to provide water service, measure water flow, ensure accuracy, and generate records to calculate revenue for the District.
4. Operates and maintains equipment and performs preventive maintenance such as greasing and oil changes on vehicles in the District's fleet. Reports deficiencies for repair to ensure safe and efficient operation.
5. Cleans and maintains facilities and grounds such as mowing lawns, barking, clearing weeds, and painting.
6. Maintains inventory (parts, tools, work orders, jobs) on computer to make sure there is timely and efficient process for ordering and stocking needed materials.
7. Assists in processing work orders generated and maintains a written record of action taken for customer and District records.
8. Adheres to established team and customer service standards developed to provide both internal and external customer support.
9. Requires following appropriate safety procedures and the use of protective clothing and equipment. These include steel-toed boots, hard hats, eye/ear protection, rain gear, gloves, traffic vest, chaps, respirators, and other confined space safety equipment.

## PHYSICAL EFFORT/SENSORY REQUIREMENTS

Work requires physical strength and agility necessary to perform medium to heavy manual labor under all kinds of weather conditions. Work activities combinations of sitting, standing, stooping, bending, kneeling, walking, and the ability to routinely lift 20-50lbs and occasionally 50-100lbs. May require after hour call back.

All field staff must be able to see, hear, and smell in order to perform signaling and dye test, detect fumes, odors, and gases and respond to telemetry equipment, being responsive to their own safety, as well as that of other co-workers when exposed to hazards.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities; however, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves other employees or customers.

## ENVIRONMENT/WORK CONDITIONS

All field staff risk physical hazards from working in and around traffic, heavy machinery, confined spaces, unprotected heights, high-pressure water, and other underground utilities. Exposure to noise, vibration, hazardous and toxic materials, dust, fumes, gases and odors is routine.

The ability to foresee and prevent safety problems requires following appropriate safety procedures and the use of protective clothing and equipment. These include OSHA/WISHA approved footwear, hard hats, eye/ear protection, rain gear, gloves, traffic vests, chaps, respirators and other confined spaces safety equipment.

The environment is sometimes stressful, working under tight deadlines at sustained speeds during emergencies, with repeated distractions and interruptions and requires the ability to shift priorities rapidly. Emergency callbacks are necessary to isolate and repair broken mains, respond to sewer problems and respond to various levels of emergency operations. Must be able to deal with a diversity of people, some being angry and hostile customers.

Staff members operate in a smoke and drug-free work environment for their health, safety and productivity, as well as that of their customers.

## MINIMUM QUALIFICATIONS

High school education or equivalent. Experience or education resulting in the equivalent to one year experience in construction, utility or maintenance field. A record of good work attendance is required, a valid Washington driver's, or the ability to obtain one within 30 days and a clean

driving record. The ability to obtain and maintain the following minimum certifications within one year of hire:

1. First aid, flagging,
2. Completion of "competent person training" in the areas of trenching, shoring and confined spaces.

Additional certifications within two (2) years of hire for consideration of advancement to Utility Worker 2:

1. WDM 1 or WDS,
2. WTPO 1

Vaccinations for hepatitis, polio and tetanus are recommended prior to working in the wastewater area.

In addition, this position is able to demonstrate all the above skills and abilities as well as a range of the following requirements: ability to perform the sensory, physical and environmental requirements of the job, with or without reasonable accommodation; ability to determine priority of customer needs and follow up on them; work effectively with team members and customers; ability to use reference materials required for tool and small equipment operation; computer familiarity; knowledge of materials, methods, tools, equipment and practices in construction, maintenance and repair of water and sewer systems; practices safety in wearing appropriate protective clothing, following safety procedures and keeping work areas clean;

Skills in written communications (read, work orders, directions, and memos) and keeping accurate records are required and will need to be able to perform basic arithmetic calculations.

All field staff must be able to inspect, diagnose and problem solve problems as well as read and interpret codes, instruction manuals, regulations, OSHA/WISHA standards, maps and blueprints. The work requires learning and implementing the technical requirements and techniques of water and sewer systems as well as the use of various tools, machinery and materials.