



CITY OF LAKEPORT
UTILITY OPERATOR/MAINTENANCE WORKER II

Job Description

DEFINITION

Under general supervision, performs skilled work in the operation and maintenance of water/wastewater treatment and distribution; directs entry level operators; performs related work as assigned.

CLASS CHARACTERISTICS

This position requires the employee to operate and maintain City water/wastewater facilities, including but not limited to treatment, storage, irrigation, distribution, collection, disposal, pumping, roadways, fencing, power supplies, controls, and all other related equipment; carries out maintenance programs; prepares reports; assists in training other personnel in the operation and maintenance of all water/wastewater facilities; performs other duties as required.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

According to general instructions, carries out the operations, preventative maintenance, repair, monitoring and construction of all City water/wastewater facilities.

Ensures that all facilities, tools and equipment are well maintained and follows proper safety procedures.

Installs water and sewer lines, and related equipment; participates in making water hook-ups and service tie-ins; installs pumps and motors; participates in the construction of water/wastewater facilities.

Assists in keeping records of all underground water/sewer utility locations and locates facilities for underground work.

Reads water meters and performs meter maintenance.

Works on evenings and weekends as required.

Assists other City departments and divisions as needed, in the maintenance and operations of all City facilities.

Assumes limited duties of the Supervising Utility Worker, or Supervision Operator/Maintenance Worker (Water of Wastewater) in his/her absence.

QUALIFICATIONS GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary for satisfactory job performance. Example combinations include: High school education and two years of experience in the operation, maintenance and installation of water/wastewater systems.

Knowledge, Skills, and Abilities

Knowledge of methods, equipment, processes, and tools used in the operation and maintenance of water/wastewater facilities. Knowledge of laboratory procedures. Knowledge of safe working procedures and laws and regulations governing the operation and maintenance of water/wastewater facilities.

Ability to operate and maintain water/wastewater treatment plants, wells, collection, distribution, and storage facilities. Ability to take water/wastewater samples and run basic laboratory tests. Ability to operate various construction and maintenance equipment. Ability to comprehend and follow oral and written instructions. Ability to keep accurate records and prepare reports. Ability to maintain good working relationships with fellow employees and maintain good public relations.

Ability to work in the following working conditions: work exposes incumbent to toxic or otherwise irritating chemicals and substances. Incumbent must be able to perform heavy manual labor.

Special Requirements

Must be in possession of a California driver's license, as required by state law, for the operation of City vehicles and a satisfactory driving record. Must be in possession of a Grade II Water Treatment Plant Operator Certificate issued to the State Department of Health Services; and possession of a Grade II Wastewater Treatment Plant Operator Certificate issued by the State Water Resources Control Board.

Classification has the following clothing requirements: safety-toed work boots and orange shirts shall be worn during working hours. Orange jackets shall be worn if outer garments are required. Orange shirts shall be furnished by the City.

A medical examination and drug screening is required of all appointed applicants.

PHYSICAL PROFILE:

CATEGORY III – HEAVY PHYSICAL EFFORT

DEFINITION

Positions in this category require exceptional physical ability with prolonged periods of heavy physical labor.

CHARACTERISTICS

Positions allocated in this category regularly perform heavy physical labor requiring ability to lift, push, pull, and move heavy objects or materials. This category is distinguished from the moderate physical effort category by the greater physical demand for strength and endurance placed on the incumbent. Heavy physical effort is required while performing such tasks as operating heavy equipment, pouring concrete, masonry work, or preparing soil for landscaping. Physical functions may vary from position, but always involve heavy physical exertion.

OTHER FACTORS

Lifting Heavy: Lifting over 50 pounds, with frequent lifting, pushing and/or carrying weighing over 25 pounds.

Climbing: Ascending or descending ladders, ramps, scaffolding, poles and the like; using feet and legs and/or hands and arms.

Reaching: Reaching above the shoulders to place and/or retrieve objects.

Walking: Ability to walk for prolonged periods of time (usually a minimum of two or more hours per day.)

Standing: Ability to stand with little movement for prolonged periods of time (Usually a minimum of two or more hours per day).

Agility: Ability to move quickly and easily often including the ability to crawl, stoop or bend.

Distant Vision, Acceptable for Driving: Not less than 20/40 in each eye without correction or must correct to 20/40 in each eye and wear corrective lenses whenever driving.

Temperatures: Works in temperature sufficiently high or low to cause marked bodily discomfort.
Chemical or Biological Agents: Regular contact with potentially harmful chemical or biological agents
Fumes: Potential inhalation or contact with smoke, vapors, dust or gasses.
Heavy Equipment: Operates various heavy equipment such as tractors, backhoes, graders, trucks, etc.
Power Equipment: Operates power tools or other machinery that are potentially hazardous.
Work Environment – Outdoors: Ability to work outdoors in all types of weather conditions.
Work Environment – Moving Objects: Ability to work around moving objects, machinery or vehicles.
Work Environment – Surfaces: Ability to walk on slippery or uneven surfaces.
Confined Space Entry: Ability to work in confined spaces using appropriate safety equipment
Heights: Ability to work on surfaces above 20 feet.

CLASS RANGE NO.	
FLSA	Non-Exempt
ADOPTION DATE	3/1/1990
REVISION DATE	
APPROVED BY:	