



Job Description

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Job title	Pipeline Construction Utility Worker III
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GENERAL PURPOSE

Under direction, regularly fills in for Crew Leaders as needed and performs journey-level work in the construction, installation, repair, and maintenance of mains, service lines, and related appurtenances used in the distribution of potable and reclaimed water; operates light-, medium-, and heavy-duty motorized equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Pipeline Construction Utility Worker III series responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Positions in the classification rely on experience and judgment to perform assigned duties/ensure efficient and effective servicing function of the assigned program area. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines and methods to deliver services/complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

This class is distinguished from the Pipeline Construction Crew Leader in that the latter class has ongoing responsibility for leading the work of an assigned crew, including on-site training.

Employees in this classification are subject to on-call, which may include rotating-duty schedule, weekends, and 24-hour emergency call out with little or no notice.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Field Services Supervisor. May exercise technical and functional direction over lower-level staff in the absence of the Construction Crew Leader.

TYPICAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude

them from the position if the work is similar, related or a logical assignment to this position.

- Participates in the work of crews engaged in the construction, installation, repair, and maintenance of potable and reclaimed water distribution and related systems and facilities including but not limited to, lines and mains comprised of C-900 PVC, asbestos cement pipe (A.C.P.), ductile iron, steel, copper, brass polybutylene, and plastic pipes.
- Locates mains and valves by map plots or specialized equipment; locates all utilities by potholing; determines the amount of hand digging required.
- In the absence of the Construction Crew Leader, leads and assigns tasks, trains, and works with field personnel in performing a wide variety of tasks involved in the construction, installation, maintenance, repair, and servicing of water mains, service lines, and related appurtenances, such as valves, meters, fire hydrants, and related.
- Receives job assignments from the supervisor and assists in determining equipment, personnel, and material needs.
- Assists the maintenance scheduler in planning and implementing a preventative maintenance program; and with ordering materials and supplies.
- Sets up a job site, including proper positioning of equipment, materials, barriers, and traffic-control devices to protect crews from street traffic, ensuring the use of appropriate safety rules, equipment, and proper work technique; identifies utility markings at job site to determine location excavations.
- Excavates and backfills sidewalks, streets, trenches, and culverts using hand and power tools; operates and exercises large and small valves to shut-off and turn-on water service; exposes mains and lines, following safe dig practices and shutdown procedures; installs and removes various types of trench shoring; pours and finishes concrete; repairs asphalt surfaces; backfills and tamps with gravel; tamps asphalt fill to grade.
- Cuts mains, lines, pipes, and cables to permit repairs and installation; assesses damage and determines materials required to make repairs; replaces old mains and pipes; installs tapping valves; performs water main taps under pressure or following main shutdowns.
- Operates trucks, vacuum trucks, skip loaders, backhoes, trenchers, motor graders, dozers, compressors, tapping machines, concrete saws, valve machines, jackhammers, pipe cutters, concrete saws, and a wide variety of other hand, hydraulic, and power equipment; checks condition of equipment; cleans and maintains tools and equipment used in the field and shops; inspects, services, and makes minor adjustments to light-medium and heavy-duty equipment.

- Performs welding on pressurized pipes, including fabrication and torch cut; welds steel pipes and performs pipefitting, both in the shop and in the field.
- Performs pre-trip safety inspections on vehicles and equipment; ensures parts and materials are available and on crew truck.
- Identifies and utilizes transition couplings, full circle repair clamps, pipeline adapters, compression fittings and other water related materials.
- Works in vaults and other confined spaces; lifts and removes vault lids; ventilates vaults; performs vault repairs; locates buried valves at varying underground depths.
- Prepares reports and keeps a variety of records.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

REQUIRED QUALIFICATIONS

Knowledge of:

- Methods and techniques of construction maintenance in multiple trades areas including, but not limited to, pipefitting, trenching, shoring, concrete finishing, asphalt repair, welding, and fabrication of piping.
- Principles of providing functional direction and training.
- Methods and techniques of locating lines and valves.
- Principles and practices of preventive maintenance.
- Plastic pipes, C-900 A.C.P., ductile iron, steel, copper, brass and polybutylene.
- Operational characteristics of a diverse range of construction equipment, and hand and power tools.
- Shop mathematics.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Analyze complex maintenance problems, evaluate alternatives, and recommend or adopt effective courses of action.
- As assigned, plan, organize, and coordinate the work of assigned staff.

- Effectively provide staff leadership, training, and work direction.
- Develop and implement work standards.
- Set up work sites including traffic control and safety measures.
- Estimate necessary materials and equipment to complete assignments.
- Perform skilled tasks in the maintenance and repair of water mains and service lines.
- Prepare clear and concise records, reports, and other written materials.
- Read and interpret maps, blueprints, and specifications.
- Properly and safely operate light-medium and heavy-duty construction equipment.
- Operate the tools and equipment common to public utility construction and maintenance.
- Perform arc and electric welding, metal cutting, and pipefitting on pressurized pipe.
- Work underground and in confined spaces and be certified to use a respirator.
- Perform heavy manual labor.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:

- Three (3) years of progressively responsible experience in water distribution maintenance, repair, and construction, or one (1) year as a Pipeline Construction Utility Worker II with the District.

Education:

- Equivalent to completion of the twelfth (12th) grade.

Licenses/Certifications:

- A valid California driver's license, Class A with appropriate endorsements, and the ability to maintain insurability under the District's Vehicle Insurance Policy. All District employees required to possess a valid Class A driver's license for the

performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate equipment; color vision to distinguish the colors of utility mark-outs. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 to 100 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE); employees may at times be required to wear respiratory protection.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Eastern Municipal Water District
Job Title: Pipeline Construction Utility Worker III
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

Approved by:	<i>Board of Directors</i>
Date adopted:	<i>March 29, 2020</i>
Date modified:	
FLSA determination:	<i>Non-Exempt</i>

Job Description Acknowledgment

I have received, reviewed and fully understand the job description for Pipeline Construction Utility Worker III. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print): _____ *Date:* _____

Employee Number: _____

Employee Signature: _____