GENERAL PURPOSE

Under general supervision, performs a wide variety of semi-skilled and skilled tasks in the construction, installation, servicing, repair and maintenance of the District's mains, service lines and related appurtenances used in the production, treatment, storage, transmission and distribution of potable and reclaimed water; operates light, medium and heavy-duty motorized equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Pipeline Construction Utility Worker I is the skilled entry level class in the Pipeline Construction Utility Worker series, which requires a higher level of construction related skills while gaining greater competence as an equipment operator and welder. Initially under close supervision, incumbents perform the more routine duties while learning District policies and procedures and becoming familiar with the variety of departmental systems and practices. As experience is gained, duties become more diversified and are performed under more general supervision. This class is alternately staffed with Pipeline Construction Utility Worker II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Pipeline Construction Utility Worker II is the experienced/journey level class in the series, fully competent to independently perform duties and assist with and serve as a back up for the crew leaders. This class is distinguished from the lower classification of Pipeline Construction Utility Worker I by the relative independence with which duties are performed. Pipeline Construction Utility Worker II is further distinguished from Pipeline Construction Utility Worker III in that the latter is the advanced-journey level in the series.

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. Any employee designated to serve on-call who repeatedly refuses to serve on-call, or report for emergencies, shall be subject to disciplinary action up to and including discharge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

FLSA DETERMINATION: Non-exempt.
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 the class.

Performs skilled and semi-skilled work in the construction, installation, repair and maintenance of potable and reclaimed water lines, mains and facilities; locates mains and valves by map plots or specialized equipment; locates all utilities by potholing; determines the amount of hand digging required; provides traffic control; prepares barricade plans and sets up and removes barricades to protect crews from street traffic; excavates and backfills sidewalks, streets, trenches and culverts using hand and power tools; exposes mains and lines, following safe dig practices and shutdown procedures; installs and removes various types of trench shoring; assesses damage and determines materials required to make repairs; cuts mains, lines, pipes and cables to permit repairs and installation; replaces old mains and pipes; performs water main taps under pressure or following main shutdowns; operates and exercises large and small valves to shut-off and turn on water service.

Backfills, compacts and refills trenches; repairs asphalt surfaces; replaces and repairs concrete curbs, gutters and sidewalks.

Performs skilled work in assembling, laying and aligning water and sewer mains and service lines; establishes stable main and pipe base when necessary; cuts pipes using saws, pipe cutters, torches, and other tools; caulks joints; threads and bends pipe.

Performs welding on pressurized pipes, including fabrication and pipefitting both in the shop and in the field.

Operates equipment to locate, analyze, troubleshoot and repair water leaks in mains and service lines as well as other public utilities; cleans out around damaged area; removes excess water; shuts down and restores water service.

Works in vaults and other confined spaces, utilizing proper safety techniques and equipment in accordance with District and departmental safety policies and procedures; lifts and removes vault lids; ventilates vaults; performs vault repairs.

Locates buried valves at varying underground depths; inspects and tests valves; determines water flow direction and performs required main shutdown procedures; installs, repairs and replaces corp stop, angle meter stop and curb stop valves under pressure or following main shutdowns; assembles and repairs pressure reducing and air vacuum release valves; fabricates valve fittings; installs and repairs meters.

**FLSA DETERMINATION:** Non-exempt.
Repairs meter and valve boxes; raises and lowers valve boxes; removes broken and installs new sections; centers valves in boxes; backfills and tamps with gravel; tamps asphalt fill to grade.

Notifies central communications of private property damage; notifies Operations in cases of large main shutdowns.

Responds to questions and complaints from the public regarding repair work and main shutdowns.

Performs grounds maintenance activities; including weed abatement, pond maintenance, etc.

Installs, repairs, replaces and maintains fire hydrants.

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.

Fabricates forms for concrete; pours and finishes cement.

Operates equipment to locate, analyze and troubleshoot leaks.

Documents work performed in work order packets.

Works from land plots, maps, atlas books, sketches, blueprints and other diagrams to locate valves and other buried facilities.

Performs traffic control, re-routing heavy traffic to ensure safety of work crews and public safety.

Performs data entry on various computer systems.

Performs related duties as assigned.

**DESIRED MINIMUM QUALIFICATIONS**

**Knowledge of:**

**FLSA DETERMINATION:** Non-exempt.
Operation of power equipment, including trucks, loaders and related equipment; shop mathematics; safe work methods and safety regulations pertaining to the work; traffic safety methods, practices and regulations.

**Ability to:**

Perform skilled tasks in the repair of water mains and lines; operate the tools and equipment common to public utility construction and maintenance; perform arc and electric welding and metal cutting; follow and apply oral and written instructions; estimate necessary materials and equipment to complete assignments; establish and maintain effective working relationships with those contacted in the course of work; communicate effectively, orally and in writing; make sound independent judgments within established guidelines; properly and safely operate light, medium and heavy duty construction equipment.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is one year of experience in utility or public works-related maintenance and construction work.

A Pipeline Construction Utility Worker I may be considered for advancement to Pipeline Construction Utility Worker II after demonstrating proficiency to perform all the major duties assigned to the class.

Typically, a Pipeline Construction Utility Worker I is expected to be capable of meeting the proficiency criteria within a 6–12 month period, depending on an individual's prior experience and progression in performing the full range of Pipeline Construction Utility Worker II duties.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license, Class A, is desirable and the ability to maintain insurability under the District's Vehicle Insurance Policy. Some positions may require a Class A driver's license or the ability to obtain one within six months of date of hire.

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 AND MENTAL DEMANDS**

**FLSA DETERMINATION:** Non-exempt.
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl.

The employee must regularly lift and/or move up to 50 pounds and occasionally over 100 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District staff, other organizations and the public. The employee is occasionally required to deal with dissatisfied or quarrelsome individuals.

**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.

The employee frequently works outside in a wide range of weather conditions, near moving mechanical parts, on slippery and uneven surfaces, in or near street traffic with significant exposure to unsafe or hazardous drivers, and works in precarious and confined places. Employees may, at times, be required to wear appropriate personal protective equipment including respiratory protection while performing work in environments that could have the potential to contain wet or humid conditions, vapors or particulates, hazardous chemicals, and the risk of electric shock. The noise level in the work environment is frequently loud.

**FLSA DETERMINATION:** Non-exempt.
FLEX REQUIREMENTS
Pipeline Construction Utility Worker I (Flex)
Pipeline Construction Utility Worker II
Field Services

LENGTH OF TIME REQUIRED

A Field Services Pipeline Construction Utility Worker I may advance or “flex” to the Pipeline Construction Utility Worker II class after 6-12 months of experience in the Pipeline Construction Utility Worker I class.

PERFORMANCE RATING

The incumbents must receive an overall performance rating of “Meets Expectations” or better on their most recent annual performance evaluation in order to flex to the higher class.

COMMENTS

The Field Services Pipeline Construction Utility Worker I must also demonstrate proficiency to perform the full range of duties as described in the Pipeline Construction Utility Worker I/II job description. This includes demonstrating journey-level knowledge of the District’s systems, equipment, facilities, standards, and procedures.

Possession of a Class A drivers license with tank endorsement is required for all Pipeline Construction Utility Worker II positions in the Field Services department.