

JOB DESCRIPTION
Valve Technician I (Flex)
Valve Technician II
Code Number: 32016, 32017

GENERAL PURPOSE

Under general supervision, performs a wide variety of semi-skilled and skilled tasks related to appurtenances used in the production, treatment, storage, transmission and distribution of potable and reclaimed water; operates light- and medium-duty motorized equipment; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Valve Technician I is the entry level class in the Valve Technician series. 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 Valve Technician II, and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level.

Valve Technician II is the experienced/journey level class in the series, fully competent to independently perform duties. This class is distinguished from the lower classification of Valve Technician I by the relative independence with which duties are performed.

ESSENTIAL 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 the class.

Performs semi-skilled and skilled work in the repair and maintenance of potable and reclaimed water facilities; locates valves by map plots or specialized equipment; 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; operates and exercises large and small valves to shut-off and turn on water service and mains.

Performs skilled work in cutting pipes using torches and other tools.

Requests line locations; 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.

Locates buried valves at varying underground depths; inspects and tests valves; determines water flow direction and performs required main shutdown procedures.

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.

Repairs and maintains fire hydrants.

Operates compressors, valve machines, jackhammers 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.

Documents work performed in work order packets.

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

Performs data entry on various computer systems.

May assist Distribution Operators as necessary.

Performs related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

Operation of power equipment; safe work methods and safety regulations pertaining to the work; traffic safety methods, practices and regulations.

Ability to:

Perform skilled tasks in the maintenance of water distribution and recycled water mains and lines; operate the tools and equipment common to public utility maintenance; perform metal cutting; follow oral and written instructions; establish and maintain effective relationships with those encountered in the course of the work; use independent judgment and exercise initiative in daily work activities; assist in the supervision and training of less experienced personnel; estimate necessary materials and equipment to complete assignments.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and one year of experience in utility or public works-related maintenance and construction work; or equivalent training and experience.

A Valve Technician I may be considered for advancement to Valve Technician II after demonstrating proficiency to perform the full range of duties of the latter class and obtaining a Grade II Water Distribution certificate.

Typically, a Valve Technician I is expected to be capable of meeting the proficiency criteria within a 12-24 month period, depending on an individual's prior experience and progression in performing the full range of Valve Technician II duties.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the District's Vehicle Insurance Policy.

Valve Technician I: A State of California Water Distribution Operator Certificate, Grade I.

Valve Technician II: A State of California Water Distribution Operator Certificate, Grade II.

PHYSICAL AND MENTAL DEMANDS

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. 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 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, and in or near street traffic with significant exposure to unsafe or hazardous drivers.

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
Valve Technician I (Flex)
Valve Technician II

LENGTH OF TIME REQUIRED

A Valve Technician I may advance or “flex” to the Valve Technician II class after **12-24 months** of job related experience.

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 Valve Technician I must also demonstrate proficiency to perform the full range of duties as described in the Valve Technician I/II job description. This includes demonstrating knowledge and proficiency in the following areas: data acquisition/input into the valve tie program; valve ties and the “Triangular Method” in which they are measured; and locating underground structures using pipe/cap locators, air knife/jack hammer, and maps, blueprints or aperture cards. Incumbent must also possess a thorough knowledge of the locations of District facilities, including pipelines, storage reservoirs, wells, and pumping plants.