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# Rosamond Community Services District

## **JOB DESCRIPTION**

### **PUBLIC WORKS OPERATOR I**

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

#### **Definition**

Under immediate supervision, the Public Works Operator I, performs a variety of semi-skilled and skilled duties in the inspection, installation, maintenance and repair of water distribution system and similar tasks related to the sewer collection system, and to perform a variety of tasks relative to assigned area of responsibility. This is the entry level in class series. At this level, incumbents learn and perform a limited range of the less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

#### **Supervision Received and Exercised**

Supervision is received from the Public Works Foreman and the Public Works Crew Leader. This position has no supervisor responsibilities.

#### **Essential Functions:**

1. Installs, and repairs water mains, fire hydrants, check valves and water service lines; taps water mains; performs ground excavation work; mixes, rakes, and spreads asphalt, and patches and/or repairs excavations.
2. Locates, identifies and marks distribution system facilities, including valves, fire hydrants and blow offs; advises the USA Locates organization; assists in updating District's water mapping and atlas functions.
3. Inspects, operates and exercises gate valves to prevent freeze ups; flushes fire hydrants and dead-end water lines in cul-de-sacs to remove sediment; takes water samples for testing.
4. Installs, relocates and adjusts meter boxes and valve cans; installs, calibrates and exchanges water meters.
5. Operates backhoe, front-end loader, dump truck, or vector truck; routinely inspects and performs minor maintenance on assigned vehicles and equipment; removes and replaces defective parts.
6. Utilizes hand and power tools applicable to the work, including jackhammer, pipe locator, welding and cutting equipment.

7. Maintains accurate records and logs of work performed including service orders, and accounting for time and materials used on various jobs.
8. Performs all work in accordance with established safety policies and procedures, including OSHA regulations relating to trench shoring and working in confined spaces.
9. Performs weed abatement duties at well sites and reservoirs; trims trees and shrubs, mows grass, maintains irrigation systems and sprinklers; and applies fertilizer and pulls weeds.
10. May perform related duties in area of sewer collection system maintenance, either during normal working hours or during after-hours call-outs.
11. Regular attendance at the work site.

**Additional Duties:**

1. May assist in orienting or training new personnel; makes recommendations on improvements to job procedures.
2. Performs other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Knowledge of:**

Methods and techniques of general construction, maintenance and repair relating to the District's water and sewer mains, fire hydrants, service lines and laterals, and water meters. Operational characteristics of mechanical equipment and tools used in the area of work assigned. District service area and locations of facilities and equipment. Valve and water line operation. Principles and procedures of record keeping. Basic mathematical principles.

**Ability to:**

Operate a variety of vehicular and stationary mechanical equipment including backhoes, dump trucks, front-end loaders, and vector trucks in a safe and effective manner. The use of standard construction hand and power tools and equipment. Learn and perform a variety of construction, maintenance and repair work on water and wastewater facilities. Learn and apply techniques of plumbing, painting, welding and electrical maintenance and repair. Learn and perform concrete finishing and repair. Perform heavy manual labor for extended periods of time in a variety of climatic conditions. Lift and carry items weighing up to 60 pounds without assistance. Read and understand engineering plans, blueprints, schematics, maps, or sketches. Work alone or as a

member of a crew. Understand and carry out oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work. Maintain physical condition appropriate to the performance of assigned duties and responsibilities. Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities. Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading, writing, and operating assigned equipment.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education and Experience:**

High school diploma or general education degree (GED); and at least one (1) year experience in the installation, repair, and maintenance of water services, mains, meters, valves, hydrants, and related facilities or training; or equivalent combination of education and experience.

### **Language Skills:**

Must be able to read, write and speak fluent English. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

### **Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills:**

To perform this job successfully, an individual should have basic knowledge and training on use of Microsoft computer programs.

**Certificates, Licenses, Registrations:**

Possession of, or must obtain within one year of appointment, a valid Water Distribution Operator Grade D1 Certificate issued by the California Department of Health Services, or a California Water Environment Association (CWEA) Collections System Maintenance Grade I certification, depending on crew assignment. A valid Class B California Commercial driver's license with Tanker Endorsement is highly desirable, but not required. A satisfactory driving record is required throughout employment. Higher-level certification may be required as dictated by job duties.

**Other Qualifications:**

Valid Class C California driver's license and a satisfactory driving record.

**Physical Demands:**

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

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 40 pounds and frequently lift and/or move up to 60 pounds.

**Work Environment:**

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

While performing the duties of this job, the employee is regularly exposed to outside weather conditions in field and construction site environment; exposure to noise, dust, grease, smoke, fumes and gases. The employee is frequently exposed to wet and/or humid conditions and moving mechanical parts. The employee is occasionally exposed to extreme cold and extreme heat. The employee will regularly travel from site to site. The noise level in the work environment is usually noisy.

FLSA Status – Non-Exempt