

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: UTILITY WORKER I
UTILITY WORKER II
UTILITY WORKER III

DEPARTMENT: UTILITIES (WATER DIVISION)

BASIC FUNCTION:

Under general supervision, perform both routine and skilled heavy, physical work in the construction maintenance, repair and installation of water distribution systems and related structures and appurtenances; perform landscape and building maintenance related to water district facilities; perform related work as assigned.

DISTINGUISHING CHARACTERISTICS:

Utility Worker I is the entry level class in this series, initially under close supervision; incumbents learn and perform a variety of duties in the maintenance, operations and repair of water distribution systems, and the maintenance of landscape and facilities. Incumbents at the Utility Worker I level may reasonably expect to advance to the Utility Worker II level through the promotional process by demonstrating the proficiency and meeting the qualifications of the higher level class.

Utility Worker II is the journey level class in this series. A Utility Worker II position differs from a Utility Worker I in any or all of the following aspects: the tasks require the specialized knowledge, skills, and abilities pertaining to the safe operation and procedures of water distribution systems and heavy equipment. This class typically takes daily direction from a Utility Worker III and participates in all aspects of maintenance and construction work within the Utilities Department. At times, incumbents function independently or lead small teams thus requiring them to exercise individual initiative in safety precautions and independent decision-making.

Utility Worker III is designated as the lead level in this class series, providing direction to a field crew and performs a variety of the most responsible and skilled assignments including, heavy equipment operation, utility mark-outs, safety, incident recording, time management and aspects of procurement. This class is distinguished from the II level as the lead worker responsible for directing the work of a field crew and operating heavy equipment, and is distinguished from the Supervisor level who is responsible for supervising all unit staff involved in construction and maintenance operations and is classified as a management level position.

KEY RESPONSIBILITIES:

Utility Worker I:

Install, maintain and repair water distribution and, transmission pipelines, taps, valves, meter services, fire hydrants, manholes and related appurtenances and structures.

Excavate and shore trenches; backfill; cut; patch, repair and resurface streets; clean work sites; adjust valve cans to grade; remove and install concrete and asphalt on streets, curbs, gutters, sidewalks and other public facilities as required.

Perform landscaping and grounds maintenance work; clear brush; trim, remove or plant trees and shrubs, perform weed abatement and irrigation repair.

Perform construction and maintenance work on buildings and facilities as assigned.

Observe safe work methods and safety practices related to the work; cone and flag worksites to secure from traffic; use appropriate safety equipment.

Inspect vehicles and perform minor maintenance; fuel and lubricate vehicles and related equipment; report the need for major repairs and service.

Operate assigned vehicles skillfully and safely; observe safe driving practices.

Utility Worker II:

In addition to the duties of a Utility Worker I:

Read and interpret maps, plans, blueprints and specifications.

Locate underground water, recycled water, sewer and related infrastructure in the street and other locations prior to excavating to prevent damage to underground facilities.

Maintain water quality during the repair of water distribution pipelines and appurtenances.

Properly utilize mandated disinfection and flushing techniques on newly installed or repaired distribution pipelines and appurtenances.

Train and instruct personnel in the safe operation of light, medium and heavy-duty construction equipment.

Complete basic records related to work performed.

Incumbents may operate heavy construction equipment such as backhoes, loaders, tractors, bulldozers, dump trucks, equipment trailers, etc.

Incumbent may act in a lead capacity on specific jobs; direct and assign work to small teams, including training and evaluating work procedures; monitor work in progress at jobsites.

Incumbents may perform underground service alert mark-out duties.

Incumbents may serve as competent person during excavations, traffic control, etc.

Respond to emergency calls, including working varying hours, weekends, holidays and unscheduled days as required.

Perform stand-by duty as assigned.

Perform related duties as assigned.

Utility Worker III:

In addition to the duties of a Utility Worker I/II:

Estimate and secure tools, materials and equipment required for assigned jobs.

Discuss work to be performed with supervisors and assign tasks to crew members.

Direct and assign work to crews, including training and evaluating work.

Monitor work in progress at jobsites.

Operate heavy construction equipment such as backhoes, loaders, tractors, bulldozers, dump trucks, equipment trailers, etc.

Maintain written and computerized records of work performed and materials used.

Record as-built drawings of modifications; prepare a variety of written records and reports related to the work.

Coordinate work assignments with other divisions; respond to questions and requests as appropriate; perform special projects as assigned.

Perform Underground Service Alert mark-outs for the potable water distribution system, recycled water distribution system and waste water collection system.

Provide training for Utility Worker II's in the aspects of Underground Service Alert mark-outs.

Serve as competent person during excavations, traffic control, etc.

QUALIFICATIONS:

Knowledge of:

Utility Worker I:

- Basic concepts and practices in the operation and maintenance of water distribution systems.
- Methods, materials, tools and equipment used in the construction, maintenance and repair of water distribution facilities.
- Operation and maintenance of a wide variety of hand and power tools, and equipment common to the field.
- Safe work practices and safety regulations pertaining to the work, including traffic control, trench shoring, protective clothing, personal protective equipment, etc.

Utility Worker II:

In addition to Utility Worker I:

- Advanced concepts and practices in the operation and maintenance of water distribution systems.

- Operation and maintenance of heavy construction equipment, such as, backhoes, loaders, tractors, bulldozers, dump trucks and other related vehicles used in the course of work.
- Department of Transportation commercial driver's license regulations.
- California Department of Public Health water quality regulations, practices, and standards pertaining to water distribution system repairs and subsequent return to service.
- As-builts, blueprint, and GIS map interpretation.
- Work order management systems.
- Underground Service Alert mark-out requirements for both the mark-out provider and excavation end user in accordance with utilities mark-out color coding, etc.

Utility Worker III:

In addition to Utility Worker I/II:

- Basic knowledge of supervisory principles and practices.
- Safety regulations, practices and methods pertaining to work.
- Underground Service Alert regulations, requirements and practices.

Ability to:

Utility Worker I:

- Communicate effectively both orally and in writing; understand and apply work instructions.
- Perform skilled construction and maintenance work on water distribution systems and related facilities.
- Operate and maintain a variety of hand tools, power tools and equipment used in the work.
- Operate and maintain assigned vehicles in a safe and skillful manner.
- Observe safe work methods and safety practices, including properly placing cones, barricades and warning devices and directing traffic flow at job sites.
- Perform heavy physical labor.
- Establish and maintain effective working relationship with others.

Utility Worker II

In addition to Utility Worker I:

- Set up job sites; observe safe work methods and safety practices, including properly placing cones, barricades and warning devices and directing traffic flow at job sites.
- Safely operate and maintain heavy construction equipment.
- Train others in proper work processes, procedures, methods and work technique.
- Ensure the use of appropriate safety rules, practices and equipment.
- Exercise independent judgment and initiative without close supervision.
- Maintain accurate written and computerized records and reports of work performed, hours, materials, field conditions, etc.

Utility Worker III:

In addition to Utility Worker I/II:

- Plan and layout jobs, estimate time, materials, tools and equipment.
- Direct and review the work of subordinates and evaluate work procedures.
- Analyze complex maintenance problems, evaluate alternatives and recommend or adopt effective courses of action.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way of gaining the knowledge and abilities outlined above is:

Utility Worker I:

Equivalent to graduation from high school and six months of work experience as a laborer in construction or maintenance work, plumbing, pipefitting or equipment operation.

Utility Worker II:

In addition to the above, two years of experience in the construction and maintenance of water distribution systems at a level equivalent to the Utility Worker I class with demonstrated proficiency at the journey level through certification and training.

Utility Worker III:

In addition to the above, two years of journey level experience equivalent to the Utility Worker II level and demonstrated proficiency in utility mark-outs and safe heavy equipment operation.

SPECIAL REQUIREMENTS:**Utility Worker I/II/III:**

These positions may be required to use respirators which prohibits full beards and facial hair that may interfere with a proper respirator fit. Must be available to work overtime and respond to emergency calls; work varying hours, including weekends, holidays and unscheduled days as required. Perform "stand-by" duty as assigned.

Must possess a valid California Class C Driver's License.

Utility Worker I:

Within the first year of employment must obtain a valid California Class A Driver's License;

Must obtain a California Department of Public Health Distribution Operator Grade I Certificate within the first available, two consecutive testing cycles.

Utility Worker II/III:

Must possess a valid California Class A Driver's License; and

Must possess a California Department of Public Health Distribution Operator Grade II Certificate.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

Must possess sufficient strength and stamina to lift, carry and manipulate objects weighing up to 50 pounds and to perform sustained heavy physical labor. Must be willing to work outdoors in all weather conditions, and underground in confined places and with exposure to potentially hazard conditions, and must be willing to work at heights up to 30 feet.

DATE APPROVED: June 21, 2011