

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: VALVE MAINTENANCE WORKER

DEPARTMENT: CARLSBAD MUNICIPAL WATER DISTRICT

BASIC FUNCTION:

Under general supervision, to perform repair and maintenance of valves, fire hydrants and related appurtenances; to assign and direct other workers in performing same duties; and to perform other related work as assigned.

CLASS CHARACTERISTICS:

This is a single position class responsible for a specialized maintenance and repair function. This position is considered a lead worker in supervising a small crew of one to two workers.

KEY RESPONSIBILITIES:

Inspect, exercise, grease, repair and maintain valves and related appurtenances; schedule and conduct annual inspection and exercising program.

Inspect repairs and maintain fire hydrants, stems, seats, keys and related appurtenances; schedule and conduct annual inspection and testing program.

Schedule and direct the work of assigned staff engaged in valve and fire hydrant repair and maintenance.

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

Read and interpret plans, schematics, blueprints, manuals and specifications as necessary in locating valves or problems with valves and hydrants.

Coordinate work assignments with other divisions and departments; respond to questions and requests as appropriate; respond to customer service complaints as necessary.

Operate and maintain a wide variety of hand and power tools and equipment related to the work; operate trucks and other vehicles during the course of repair and maintenance work.

Perform special projects as assigned.

Respond to emergency calls, including working varying hours, weekends, holidays, days off and performing stand-by duty as required.

Perform other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Methods, procedures and practices used in valve and fire hydrant maintenance and repair.
- General principles of water system hydraulics in order to conduct pressure and flow tests.
- Materials and use of tools and equipment used in valve and hydrant maintenance and repair work.
- Operations of power equipment and vehicles used during course of work.
- Basic computerized record keeping applications.
- Safe work practices, including traffic control, protective clothing and devices related to the work.
- Codes, regulations, standards and guidelines pertaining to the work.
- Supervisory practices and techniques.

Ability to:

- Perform inspection, testing, repair and maintenance on valves and hydrants and related appurtenances.
- Schedule, plan and lay-out jobs, estimate tools and materials, and staff time to accomplish assignments and maintain preventative program.
- Train and direct the work of others.
- Maintain written and computerized records of work performed, hours and materials used.
- Operate variety of tools, equipment and vehicles used in the course of work.
- Read and interpret plans, manuals, specifications, maps, blueprints and schematics.
- Follow safe work methods.
- Understand and follow oral and written instructions.
- Establish and maintain effective working relationships.
- Work independently in the absence of supervision.

EXPERIENCE AND EDUCATION:

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

Equivalent to graduation from high school and three years of progressively responsible experience working with water distribution systems.

SPECIAL REQUIREMENTS:

Possession of a valid California Class C Driver's License.

Must obtain an American Water Works Association (AWWA) Grade 1 Water.

Distribution certificate within the first year of employment.

May be required to use respirators which prohibit full beards and facial hair that may interfere with a proper respirator fit.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Work is performed outdoors in all weather conditions and exposure to traffic and other hazards. Incumbents must be physically able to stand, stoop, bend, lift, and maintain awkward body positions for prolonged periods of time in order to perform work on valves and hydrants. Must handle, including lifting, carrying or manipulating, heavy equipment, hydrants, valves and other materials up to 100 pounds. May require use of respirators when working in confined spaces. Must be available to work overtime and to respond to emergency calls and work varying hours, including weekends, holidays, days off and perform "stand-by" duty as needed.

DATE APPROVED: June 20, 1995