

## JOB DESCRIPTION

JOB TITLE: Water Utility Services Worker

DEPARTMENT: Public Works, Maintenance

REPORTS TO: Foreman, Water Utility Services

PRINCIPAL PURPOSE OF JOB: Applies knowledge of water systems in all aspects, including mechanics, electricity, plumbing, pumps,, and electronics, to perform routine tasks, such as line locates and booster station maintenance, and non-routine tasks to maintain water quality and service to the public.

LEVEL OF AUTHORITY: Most of the work is performed independently in the field with general supervision, and with moderate supervision when performing new or especially complex tasks Follows established schedules and procedures, but with the latitude to make independent decisions to solve non-routine problems and take action to deal with potential emergency situations. In much of the work performed, the consequence of error could be very serious.

WORK ENVIRONMENT: Work is performed in a variety of environments. This includes the parts room; the booster station with a constant moderate noise level and potential exposure to hazardous chemicals, such as sodium fluoride, chlorine, and hydrochloric acid; outside in all kinds of weather conditions, sometimes requiring worker to lie on the ground; and getting in and out of truck. Some work is performed in confined spaces requiring special procedures.

## ESSENTIAL JOB FUNCTIONS

1. Conduct regularly scheduled water quality tests at booster station and regular bacteriological random sample tests.
2. In response to underground utility locate request, conduct utility line locates, using City, County, and utility maps, magnetic detector, electronic line tracer, in-line valves, storm drains, manhole covers, and deductive reasoning to determine where the underground lines are and mark them above ground.
3. Monitor and maintain all booster station systems, such as pumps and telemetry, to maintain proper reservoir levels. This involves reading gauges, dials, inflow-outflow charts, circular charts, indicator equipment, blueprints, specs, schematics, and equipment manuals, in order to do routine monitoring, maintenance, and repair of all equipment, and to respond to alarms on pump control panel and alarm board. Consult with outside technical sources and make repairs as directed.

Calculate water flows, conduct tests, monitor pressure, and log all data.

4. Monitor refinery meters from booster station. Check and repair other large commercial meters as directed.
5. Monitor cathodic corrosion protection units monthly to check and log voltage and amperage. If failure of unit, diagnose cause and do simple repairs. For complex repairs, call in outside contractor.
6. Maintain operation of pumps and motors, such as lubricate bearings and tighten fittings. Call in outside contractor for major repairs.

7. As directed, perform monitoring, testing, maintenance, and repair of all equipment and systems of Water Utility Services.
8. In response to customer complaints and questions, perform tests for water quality and pressure, determine what the problem is, and make recommendations for repair.
9. Stock and dispense inventory items.
10. Maintain excellent public relations by answering public inquiries promptly and in a courteous manner. Where appropriate, refer inquiries to the Foreman.
11. Perform work in accordance with all federal, state, and local laws, rules, and regulations, and within mandated and appropriate safety standards.

#### ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

#### QUALIFICATIONS

##### Technical

1. Must possess a valid Washington State driver's license.
2. Must be able to obtain certification as a Water Distribution Specialist I.
3. Must be able to obtain certification as a Cross-Connection Specialist (CCS).
4. Must be trained in confined space procedures.
5. Must be able to acquire a working knowledge of computers and be able to learn and use software programs as directed to perform work.
6. Must be able to acquire a working knowledge of meter types and applications they are designed to serve.
7. Must be able to read schematics and blueprints.
8. Must be able to acquire a thorough knowledge of water systems and specifically the City's water system.
9. Must have a highly developed knowledge and ability regarding the mechanical, electrical, electronic, and plumbing aspects of how machines and systems work, and be able to apply this knowledge to the equipment and systems of water utilities.
10. Must be able to acquire a good working knowledge of pumps, and sufficient knowledge of telemetry system and instruments to monitor water system, make adjustments, and diagnose problems.

11. Must be able to obtain flagger certification.

#### Physical Capabilities

1. Physical strength and ability sufficient to perform heavy lifting, moving, and carrying. This is defined, for example, as regularly exerting force sufficient to lift up to 80 pounds, maneuver up to 150 pounds onto pallet for forklift, and carry up to 50 pounds up and down a ladder.
2. Ability to climb ladders to inspect reservoirs.
3. Ability to monitor radio messages while doing other work throughout day.
4. Ability to spend significant part of shift driving and getting in and out of a truck.
5. Good sensory perception to monitor machinery visually, audibly, by smell, and by touch (for temperature and vibration) on an ongoing basis, and test water quality by smell and taste.

#### Other capabilities

1. Ability to use a high level of ingenuity and problem-solving skills.
2. Ability to stay calm and work logically in emergencies and stressful situations, such as a reservoir overflow.
3. Ability to read gauges, dials, charts, specs, and manuals.
4. Excellent communication skills to deal with diverse audiences at very different levels of expertise.

#### Use of Tools and Equipment

In addition to all specialized equipment associated with performing job functions, must also be able to operate a fork lift and truck.

#### OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.
3. Following an offer of employment, and prior to starting work, individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The examination will be paid for by the City. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes\_\_\_\_\_ No\_\_\_\_\_

If testing is required, will accommodation be necessary?

Yes\_\_\_\_\_ No\_\_\_\_\_

Signature\_\_\_\_\_ Date\_\_\_\_\_