

UTILITIES SERVICE SPECIALIST

CLASSIFICATION SPECIFICATION

GENERAL FUNCTION

Under general direction perform installation, maintenance and repair of water mains, taps and service lines, hydrants, blowoffs, air relief valves, firelines, backflow devices, meters, valves, reservoirs, and all distribution components, and city owned facilities and property. Performs maintenance, repair and new construction on the sewer/storm systems.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES (Note – This list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Handles inventory control and ensures proper inventory record keeping procedures.

Provides building maintenance and improvements at various City owned sites.

Operates a variety of specialized heavy equipment such as dump truck, front-end loader, backhoe, arrow hammer, compressor, jack hammer, concrete saws, vactor truck, rodding, jetting and video equipment.

Works with Utility staff, other City departments, rental tenants, and the public to correct safety deficiencies, security faults and make cosmetic repairs.

Designs and chooses the proper materials for fabrication of tools and other items as needed.

Delivers City vehicles and equipment to Equipment Services Division as needed for preventive maintenance, routine maintenance, safety recalls and special repairs.

Assists the construction crew in the installation of water mains, valves hydrants, service lines, blowoffs and air reliefs. Installs meters and backflow devices to protect water mains from contamination, as well as assist valve crew in all aspects of maintenance and upkeep of valves.

Conducts and documents flow and pressure testing for static pressure and amount of water volume at a hydrant, meter or residence.

Works directly with the public and other city and county departments such as Engineering, Sewer, Streets, Fire and County Inspectors

Compiles and maintains statistical data such as hydrant reports, flow test reports, meter change forms, work orders and locate requests.

Locates and repairs leaks, blockages and breaks in sewer/storm mains and laterals, tapping, cutting, fitting, laying, cleaning and flushing lines and fittings and restoring area to original condition.

Performs a full range of maintenance and repair duties in assigned area of work.

Inspects, cleans, and repairs small tools, equipment and fire hydrants. Inspects vehicles and equipment for deficiencies prior to operation on a daily basis.

Responds to public inquiries in a courteous manner. Resolves complaints in an efficient and timely manner.

Assists in the installation of sewer/storm systems and its components and in the cleaning and repairing of the sewer/storm system.

Installs meters for new construction per work orders. Reinstalls meters per billing, change over meters to touch read and radio read systems. Assist in disassemble, reassemble, and testing of meters to be upgraded

Prepares and updates flushing manual. Contacts businesses, medical facilities, CenCom, etc. 24 hours in advance of water main flushing.

Documents and maintains a valve program to ensure all water valves in our Class IV water system is quick and easy to identify and in the proper working condition.

Other Duties

- **Regular attendance is an essential requirement**
- **Performs related work as assigned and/or required**

KNOWLEDGE, SKILLS AND ABILITIES (Entry Requirements)

Knowledge of:

- Leak detection equipment
- Water distribution maintenance
- Occupational hazards and safe working practices.

Ability to:

- Operate 5-yard and 10-yard dump trucks with trailers, front end loader, forklift, scissor lift, trenching machine, riding lawnmower, pressure washer, industrial sand blaster, paint sprayer, jackhammer, saws, light trucks and other various power and hand tools correctly, efficiently and safely.
- Recognize possible problems at water well sites, reservoirs, and intake structures that may be hazardous to the potable water supplies.
- Read and write English and communicate with the crew.
- Build good customer relations with the public.
- Exercise good judgment and problem solving skills.
- Perform basic arithmetic calculations.
- Adapt and improvise tools and work methods to accomplish work assignments.
- Perform building and maintenance projects such as painting, cleaning and preventive maintenance to these facilities.
- Read system maps, aerial photo maps, valve pages, to locate valves and isolate water mains for repair and maintenance.
- Use fire hydrant repair equipment, flow and pressure test equipment and leak detecting equipment.
- Negotiate City and surrounding areas.
- Troubleshoot equipment operation.

QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)

Any combination of education and experience equivalent to a high school diploma or G.E.D. and three years experience in construction or heavy equipment operation. One year storm/sewer operation and maintenance or closely related field. Required on-call 24-hours.

Special Requirements

Commercial driver's license, Class A with tanker endorsement

First Aid, CPR

Flagger's Certification

Water Distribution Manager I

Hepatitis Vaccination

Confined Space Entry Certification

Asbestos-Cement pipe training

Wastewater Collection Certification I

PHYSICAL REQUIREMENTS

Requires continuous walking, bending, kneeling, crawling, standing, sitting, squatting, crawling, reaching, twisting, grasping and physical strength necessary to lift and carry objects weighing 50 pounds.

Perform heavy manual labor under extreme weather conditions for an extended period of time.

WORKING CONDITIONS

This position will require the employee to be in the elements up to 95 per cent of the time. The employee will encounter cramped workspaces, and noise, hazardous equipment and tools. Requires extended periods at job sites, to include: man holes, vaults, and ditches. The employees may also find themselves in mud or water up to their knees or more in flooding situations. The employee may also have the potential for such health risks as hepatitis, inhalants, and blood borne pathogens.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: The classification is nonexempt under the laws of fair Labor Standards Act minimum wage and overtime provisions.

Representation: The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

Civil Service: The classification is included in the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Civil Service Rules.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with approval by the Civil Service Commission, as the needs of the City and requirements change.