

UTILITIES SERVICE SPECIALIST SENIOR JOB CLASSIFICATION

GENERAL FUNCTION

Troubleshoot and perform the most difficult, routine and non-routine, maintenance, repair and installation for the sewer/storm and water systems. Proficiently operate any of the equipment utilized by the department. Direct the work efforts of assigned employees.

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.)

Assess the condition and internal operation of fire hydrants. Disassemble, clean, and repair internal components and replace substandard assemblies as necessary.

Install water mains, valves, hydrants, service lines, blow offs, air reliefs, pressure reducing valves, etc. Install meters and backflow devices to protect water mains from contamination.

Test, replace, repair, and install residential and commercial water meters with new touch read, and radio read meters.

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

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

Work directly with the public and city and county departments such as Engineering, Sewer, Streets, Fire and County inspectors.

Assist valve maintenance crew in various phases of valving in our Class four water system such as cycling valves to ensure they work properly.

Update utility maps, drawings, and blueprints and operate equipment including line tracers and electronic and magnetic pipe locators to locate water, sewer and storm utility lines in the public streets, alleys, utility easements and other right-of-ways.

Perform a full range of maintenance and repair duties in assigned area of work such as location and repair of 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.

Operate construction equipment and power tools including dump trucks, front-end loader, backhoe, arrow hammer, compressors, jack hammers, concrete saws, vactor trucks, rodding, jetting and video taping equipment.

Train assigned employees in maintenance and repair methods, techniques, and in setting up equipment,. Verify the work of assigned employees for compliance with applicable specifications.

Performs the basic and more complicated repairs of manholes and catch basins, such as step replacement, channel rehabilitation, lid and frame adjustment and replacement.

Inspect, clean and repair small tools and equipment to include: replacement of wear items, and installation of new and replacement parts. Inspect vehicles and equipment for deficiencies prior to operation on a daily basis

Other Duties

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

KNOWLEDGE, SKILLS AND ABILITIES (Entry Requirements)

Knowledge of:

- Installation, operation and maintenance of fittings, corporations, service lines, meters, valves, blow offs, and air relief lines.
- Operation of fire hydrants -- internal components structure and maintenance of various models.
- Various chemicals used to clean and maintain sewer/storm lines.
- Safe working practices.

Ability to:

- Operate equipment and machinery used for operation and maintenance of the collection systems such as vactor truck, and video equipment.
- Read maps, aerial photo maps, valve pages, to locate valves and isolate water mains for repair and maintenance.
- Work independently.
- Operate and maintain sweeper.
- Perform basic math problems.
- Operate electronic equipment and devices used in locating underground utilities.
- Test, evaluate and maintain locating equipment.
- Respond orally to public inquiries in a courteous manner and independently take action to resolve the complaint.
- Read and interpret plans, as-builds, blueprints, specification and standards.
- Prepare reports, simple drawings and sketches.
- Operate dump trucks, backhoes, hoe pack, transit, story pole and all other applicable construction equipment.
- Operate flow and pressure test equipment and leak detecting equipment.
- Assess and evaluate any applicable situation.
- Repair service lines, and meters.
- Read sewer system maps.
- Read and document numbers and fill out various reports and forms.
- Follow written and oral directions

QUALIFYING EDUCATION AND EXPERIENCE (Minimum Requirements)

Any combination of education and experience equivalent to a High School diploma or GED and two years experience in storm/sewer operation and maintenance or closely related field and experience as a work lead. Twenty-four hour availability for emergency repair and participation in the standby rotation.

Must possess and maintain a valid Washington State Driver's License.

Special Requirements

Water Distribution Manager I; Class A CDL endorsed; valid Flagging/Traffic Control card; valid First Aid/CPR card; trained in Asbestos-Cement pipe work practices and procedures. Must be trained in confined space entry and possess a Wastewater Collection I Certification (some special requirements may be obtained after hire).

Hepatitis inoculations are required.

PHYSICAL REQUIREMENTS

Sit, stand, walk, lift, carry, climb, balance, bend, crouch, kneel, crawl, reach, twist, push, pull, grasp, finger use, and lift in excess of 50 pounds. Able to work long hours in cold, wet, muddy, and/or cramped conditions.

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 non-exempt 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 as the needs of the City and requirements change.

Streets, maintenance of sweeper, safety, CDL, operation of sweeper, traffic flow patterns.

Work odd hours. improvise working hours or job as to weather and traffic.