



Beaumont-Cherry Valley Water District
Job Classification Specification

Water Utility Person I (Flex)

Opening Date: Aug. 5, 2019	Closing Date: Ongoing Until Filled
Department: Operations	FLSA Status: Non-Exempt
Salary:	\$18.00 - \$21.88 Hourly
	\$37,440.00- \$45,510.40 Annually

JOB SUMMARY

Under close supervision, positions in the Utility Person I classification perform the more routine and repetitive maintenance, installation, and repair assignments. As incumbents develop job knowledge and skills, they may begin performing duties and responsibilities characteristic of a more advanced job. When enough experience has been obtained and an ability to work independently has been demonstrated, an incumbent may be eligible for promotion to a higher-level position.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Installs, tests, read and repair meters using a variety of equipment.
- Repairs meter services such as gate valves, meter connections, angle stops, service pipes, and corporation stops.
- Performs field maintenance on meters by changing glasses, repacking stems, and rearranging boxes.
- Cleans weeds and bushes and trims trees on meter services.
- Assists with a variety of maintenance and repair on water distribution systems and lines.
- May contact customers regarding high bills and field test meters.
- May check on customer complaints regarding low pressure, high pressure, and water quality.
- Assists with field work involving positive displacement, turbine, flow, and compound meters.
- Cleans dead-end lines by discharging water until no apparent odor, taste, or color exists.
- Performs leak tests to locate leaks in service lines.
- Installs laterals.
- Shuts services off, seals services, and/or removes meters, as directed.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.

Other Duties

- May collect water quality samples for laboratory testing.
- Shuts down main-lines in emergencies.
- Distributes customer notices.
- Performs related duties as assigned.



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DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

- Basic knowledge of materials and equipment used in water service installation, maintenance, and repair work.
- Proper work safety standards.

Ability to:

- Perform basic work assignments in the installation, maintenance, and repair of water service systems and meters.
- Learn the more difficult water service and meter installation, maintenance, and repair work.
- Operate motor vehicles and power-driven equipment used in water service work.
- Deal tactfully and courteously with the public.
- Follow oral and written directions.

Typical Physical Activities

- Operates and works in direct vicinity of vehicles and equipment in water facilities construction, maintenance, and repair work.
- Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds.
- Stoops, kneels, crouches, crawls, and climbs during field maintenance and repair work.
- Works in an environment with exposure to dust, dirt, and significant temperature changes between cold and heat.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

Work is performed outdoors in hot or cold weather under dusty, noisy conditions. Temperature extremes will vary depending on the seasonal exposure. There is occasional exposure to fumes, odors, dusts, gasses and chemicals (such as solvents), and to allergy causing agents (such as poison oak, grasses and insect bites). Equipment that is used on the job presents an exposure to moving and/or vibrating machinery with occasional mechanical and electrical hazard and possible abrasion and contusion.



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Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Hearing: Adequate to hear under both quiet and noisy conditions with the ability to distinguish from which direction a sound is coming.

Vision: Adequate near vision for activities as: reading plans and specifications. Visual color discrimination is necessary for such activities as setting grade markers.

Coordination & Dexterity: Finger dexterity to work accurately with small hand tools and machine parts; arm-hand steadiness adequate to operate hand tools and machinery. Coordination and balance to work on uneven surfaces. Must be able to bend, stretch and reach.

Physical Strength: Must have muscle force to lift, push, pull and carry heavy objects and the trunk strength for repeated bending, twisting, squatting or pulling for purposes of removing and transporting objects weighing up to 50 Pounds.

1. Exposure to the sun: 80% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground. May be required to climb water tanks and other facilities up to 40 feet above the ground.
3. High temp: Considerable work time in hard manual labor in temperatures between 80-100+ degrees.
4. Humidity: Work in areas with unusually high humidity.
5. Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
6. Noise: Occasionally there are unusually loud sounds.
7. Slippery surfaces: Occasional work on unusually slippery surfaces.
8. Oil: Some parts of the body in contact with oil or grease occasionally.
9. Dust: Works in or around areas with minor amounts of dust.
10. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

Training and Experience:

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

Education: Equivalent to completion of twelfth grade, **and**

Experience: One year of responsible work experience in maintenance and construction work.



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License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License is required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

General Certifications: **Possess** and **maintain** a Water Distribution Operator D-1 certification issued by the California State Health Department. Certification(s) need to be finished and obtained either at date of hire or within an acceptable period, not to exceed 90 days from hire. Such as: Cal OSHA Safety Certification, etc.

GM Approval: _____

Application Process

To apply, please visit: <https://bcvwd.org/employmentopportunities/>

Submit a completed BCVWD application. Resumes can be included, and inclusion is recommended, however will not be accepted in lieu of the complete employment application. Applications may also be obtained by contacting Human Resources and requesting an application packet be mailed to you. Reference employment position "Water Utility Person I" on the Application.

Please note: Employment is contingent upon successful completion of a background investigation and a drug test.