

**EARL DON PEDRO COMMUNITY SERVICES DISTRICT**  
**Policy and Procedures Manual**

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**POLICY TITLE: Job Description – Utility Worker 3**  
**POLICY NUMBER: 2350**

**2350.10 Description:**

**2350.101 Primary:**

Will perform routine maintenance of the district's vehicles, equipment, distribution and treatment appurtenances.

**2350.102 Secondary:**

Following training and certification will be able to operate treatment plant and distribution system on a rotating basis as needed under emergency conditions or in the event of absences.

**2350.103 Reporting to:**

This position reports to the Operations Supervisor and/or the Lead Utility Worker.

**2350.20 Responsibilities:**

- 2350.201** To ensure that the District's preventative maintenance and safety programs are routinely followed.
- 2350.202** Accurate record keeping of all service and repairs performed on the District's vehicles and equipment.
- 2350.203** Maintenance of all hand, electric, gas and pneumatic tools are maintained in safe proper working order at all times.
- 2350.204** Ensure that the District's plant, administrative office, warehouse and remote sites are cleaned, organized and landscaping is maintained.
- 2350.205** Perform customer service related duties including but not limited to: Meter Reading, meter installation, turning services on or off, lock-off and unlocks.
- 2350.206** Perform repairs and construction projects as assigned including but not limited to: underground piping and road repairs.
- 2350.207** Perform emergency repairs after normal working hours.
- 2350.208** Respond promptly if assigned to "On-Call Duty"
- 2350.209** Other duties as assigned.

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**2350.30 Must Possess:**

**2350.301 Education:** High School or General Education Diploma (GED) and ability to complete college level coursework in water/waste water field.

**2350.302 Licenses:** Valid California Driver's License appropriate to job and satisfactory driving record.

**2350.302 Certifications:**

**2350.302.1** Water Treatment Operator Grade 1

**2350.302.2** Water Distribution Grade 1

**2350.302.3** Course work for Waste Water Grade 1

**2350.304 Physical Condition:** Must be in good physical condition and capable of handling the laborious tasks normally associated with heavy construction. The EMPLOYMENT ENTRANCE MEDICAL EXAMINATION (Appendix A) outlines the minimum physical requirements for hiring consideration and continued employment. STATEMENT BY PHYSICIAN (Appendix B) completed by Physician indicating medical ability to perform job. Successful completion of CONSENT AND RELEASE FORM – DRUG/ALCOHOL TESTING (Appendix C).

**2350.40 Must Attain:** None

**2350.50 Must competently demonstrate within a 12 month period:**

**2350.501 Knowledge:**

**2350.501.1** Of tools, equipment, materials, and methods used in general construction and maintenance.

**2350.502 Skills:**

**2350.502.1** In underground piping construction and repair.

**2350.502.2** General plumbing and repair techniques.

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**2350.50 Must competently demonstrate within a 12 month period. (continued)**

**2350.503 Abilities:**

- 2350.503.1** To establish and maintain an effective working relationship with the public and other employees.
- 2350.503.2** To work weekends, holidays, shifts and overtime as necessary.
- 2350.503.3** To promptly respond if assigned to "On-Call Duty".
- 2350.503.4** To routinely handle hazardous chemicals, work on elevated tanks, work on a floating barge, work in a noisy environment.
- 2350.503.5** To operate and/or retrieve information from the District's SCADA computer.
- 2350.503.6** To understand and follow oral and written instructions quickly and accurately.
- 2350.503.7** To read and understand District's Maps, plans, schematics and manuals.
- 2350.503.8** To maintain construction equipment, including backhoe, bobcat, asphalt saw, etc.
- 2350.503.9** To weld and fabricate components as necessary.

**2350.60 Promotional Opportunities after ALL of the following criteria has been accomplished:**

- 2350.601** Successful completion of a period of (12) months of satisfactory performance as a Utility Worker 3, in all areas outlined in this job description as determined by the Supervisor.
- 2350.602** Attain Water Treatment Operator Grade 2 Certificate
- 2350.603** Promotion of Utility Worker 3 to Utility Worker 4 will consist of a directly vertical promotion to Utility Worker 4 in the step that the employee currently occupies.
- 2350.604** The Board of Directors has the right to change any of the criteria concerning the job description or manner in which promotions will be carried out as they deem appropriate.