

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	Temporary Laborer I/II/III	Job Code:	TL
Department:	Field Services	Job Grade:	Temporary Laborer
Revision Date:	8/7/2019	Fair Labor Standards Act:	Non-Exempt
Salary Range:	TL I – 17 TL II – 23 TL III - 29	Hiring Manager:	Superintendent
Approved By:	General Manager	Reports To:	Lead Worker

Position Overview

This is a temporary assignment, usually dependent upon seasons or need, not to exceed 6 months. Under direction of the Lead Worker, performs a variety of semi-skilled and skilled tasks in the operation, maintenance, and repair of sewer collection systems; operates light and moderately heavy power-driven equipment; adheres to safe work practices and District policy and procedures. There are three classes within the job specification I, II, or III. Placement with a class will be dependent upon prior experience.

Education and Experience

Completion of high school, G.E.D. No experience is required; some general maintenance, construction or similar experience is preferred.

Licenses and Certifications

Must possess a valid California Driver License.

Specific Knowledge and Abilities

This is the entry level, temporary position. Positions in this class typically have little or no directly related work experience and work under close supervision while learning job tasks; progressing to general supervision as procedures and processes of assigned area of responsibility are learned. Placement with a class will be dependent upon any prior experience.

Knowledge of:

1. Principles of safe work practices;
2. Concept of teamwork; building positive working relationships;
3. Public relations and customer service
4. Maintenance, operation and repair activities related to sewer collection systems.
5. Use of hand tools and small power tools
6. Cell phones, desktop and tablet computers
7. Internet and email software

8. District's Mission, Vision and Core Values.

9. District policies and procedures and regulations related to sewer collection systems.
10. Materials, methods, practices, technology equipment and tools used in sewer system construction, maintenance, repair and administration activities.

Ability to:

1. Function as a member of a sewer maintenance crew; participates in the installation, operation, and repair of sewer mains, laterals and appurtenances;
2. Follow direction and complete tasks as directed.
3. Transport pipes and other materials;
4. Excavate concrete, asphalt, and dirt and set up concrete forms as necessary, backfill open trenches and complete surfaces “to-finish” as appropriate;
5. Inspect, install, repair, rehabilitate and/or replace manholes.
6. Set up traffic control including signs and barricades, and direct traffic around work sites.
7. Enter and work in confined spaces; install trench protective systems and work in trenches;
8. Operate a variety of equipment including compacting machines, jack hammers, and compressors, as well as chain saws, concrete saws, mechanical sewer cleaning equipment.
9. Operate pipe location equipment relative for excavation, tapping and repair of mains and lines; utility locations
10. Read and interpret wastewater system maps.
11. Operate and maintain sewer lift stations;
12. Operate hand-rodming machines to remove blockages from sewer pipes;
13. Perform routine preventive maintenance on tools; perform routine inspections on equipment; stock vehicles with adequate supply of tools and equipment needed to perform the work.
14. Use of a desktop and tablet computers to enter and retrieve information related to work assignments, time and attendance data and record- keeping.
15. Build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service;
16. Understand operations and observe safety rules; analyze problem equipment; interpret work orders; and explain jobs to others.
17. Implement quality control measures to ensure records are accurate and complete.
18. Work overtime after business hours, on weekends and holidays, when requested.
19. Perform related duties as assigned.

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 disabilities to perform the essential functions.

1. Specific Physical Requirements to Perform Duties:
 - a. Must be able to drive utility truck and commercial vehicles;
 - b. Sit while driving, operating equipment and/or working at desk
 - c. Stand and walk while performing tasks and activities;

- d. Bend and twist to adjust equipment;
 - e. Kneel and squat to review work;
 - f. Climb ladders to inspect work or climb on to equipment to operate;
 - g. Perform simple and power grasping, pushing, pulling, and fine manipulation;
 - h. Lift or carry weight of 90 pounds; pull 110-pound manhole covers.
 - i. Work in confined spaces, trenches, roadways and unimproved areas;
 - j. Perform heavy manual labor;
 - k. Work in adverse weather conditions with reasonable accommodations.
2. Ability to Successfully Pass Medical Examination Based On:
- a. Ability to safely perform required physical duties; and
 - b. Ability to safely perform required physical duties with "reasonable accommodation: that does not create a safety hazard for other employees or the public.

Probationary Period

None – at will employee, limited to not more than 1,000 hours employment in any fiscal period.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.