

**SOUTH PLACER MUNICIPAL UTILITY DISTRICT
JOB DESCRIPTION**

Job Title:	Maintenance Worker I/II	Department:	Field Services
Department Head:	Superintendent	FLSA:	Non-Exempt
Probationary Period:	1 year	Revision Date:	02/01/2020

Position Overview:

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.

Education/Experience:

Maintenance Worker I

Education	Experience
Completion of high school / GED	and No experience is required; some general maintenance and/or construction experience is preferred.

Maintenance Worker II

Education	Experience
Completion of high school / GED	and Three (3) years of experience in collection system maintenance and operations.

Licenses and Certifications:

Position	Required Licenses and Certifications
Maintenance Worker I and	<ul style="list-style-type: none"> (1) Valid California Class C Driver's License. (2) Must obtain a Valid California Class B Driver's License within 6 months of appointment. (3) California Water Environment Association Certification in Collection System Maintenance at the Grade I Level within 12 months of appointment. (4) Receive certificate for completion of Volume 1 "Operation of Wastewater Collections Systems" published by the Office of Water Programs, CSUS within 6 months of appointment.

	(5) Receive certificate for completion of Volume 2 “Operation of Wastewater Collections Systems” published by the Office of Water Programs, CSUS within 12 months of appointment.
Maintenance Worker II	and (1) Valid California Class B Driver’s License. (2) Possession of a California Water Environment Association Certification in Collection System Maintenance at the Grade II Level.

Knowledge and Abilities:

Maintenance Worker I - This is the entry level class in the Maintenance Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks; progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Worker II - This is the journey level class in the Maintenance Worker series and is distinguished from the Maintenance Worker I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise. Positions in this class are flexibly staffed and are normally filled by advancement from the Maintenance Worker I level upon satisfactory demonstration of required knowledge, skills and abilities, as determined by the Hiring Manager.

Knowledge of:

1. Safe work practices as defined by Cal-OSHA.
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. District policies and procedures and regulations related to sewer collection systems.
6. Materials, methods, practices, technology equipment and tools used in sewer system construction, maintenance, repair and administration activities.
7. The District’s Mission, Vision and Core Values.

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. Complete assignments as directed.

3. Excavate concrete, asphalt, and dirt and set up concrete forms as necessary, backfill open trenches and complete surfaces “to-finish” as appropriate.
4. Inspect, install, repair, rehabilitate and/or replace manholes.
5. Set up traffic control including signs and barricades, and direct traffic around work sites.
6. Enter and work in confined spaces; install trench protective systems and work in trenches.
7. Operate a variety of equipment including large trucks and medium-sized construction equipment such as tractor/loaders, compacting machines, jack hammers, hand-rodder, mower tractors and compressors, as well as chain saws, concrete saws, mechanical sewer cleaning equipment, hydro/vacuum trucks, locating equipment, and CCTV equipment.
8. Read and interpret wastewater system maps.
9. Operate and maintain sewer lift stations.
10. 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.
11. Use a desktop and tablet computers to enter and retrieve information related to work assignments, time and attendance data and record- keeping.
12. Build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service.
13. Implement quality control measures to ensure records are accurate and complete.
14. Perform On-Call First Responder duty for customer service and emergency calls.
 - a. Must reside within 30 miles of District Corporation Yard, and
 - b. Must be able to respond and arrive at Corp. Yard within 30 minutes of notice.
15. Work overtime after business hours, on weekends and holidays, when requested.

Physical Demands and Working Environment:

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. Employees must have the ability to safely perform the necessary functions of the position with reasonable accommodations unless such accommodation is impracticable or otherwise presents a safety hazard for other employees or the general public.

Specific Physical Requirements to Perform Duties:

- a. Capable of meeting the basic job duties as defined in Physical Demand Assessment PD-105.
- b. Stand, walk, reach with hands and arms, stoop, or kneel.
- c. Must be able to drive utility truck and commercial vehicles.
- d. Sit while driving, operating equipment and/or working at desk.
- e. Bend and twist to adjust equipment.
- f. Kneel and squat to review work.
- g. Climb ramps or ladders or climb on to equipment to operate.
- h. Perform simple and power grasping, pushing, pulling, and fine manipulation.
- i. Work in confined spaces, trenches, roadways and unimproved areas.
- j. Perform heavy manual labor.
- k. Occasionally work on rough, uneven and slippery surfaces, occasionally working around machinery with moving parts or stationery equipment with exposure to noise.
- l. Work in adverse weather conditions with reasonable accommodations.

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.

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.