



## UTILITIES MAINTENANCE WORKER

**AGENCY/DEPARTMENT:**  
Public Works/Utilities

Approved By HR Director: *Linda Matthews*  
Date Approved: 1/3/05  
Date of Last Revision: 10/30/2003

**Reports to:** Utilities Operations Manager  
**Supervises:** N/A  
**Conflict of Interest Code Filer:** No

**JOB SUMMARY:** Under close supervision, as part of a crew, operates, troubleshoots, repairs, and installs water and wastewater lines, meters, hydrants, and pumps; and performs other related work as necessary.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists in the operation of vac truck, rodder truck, dump truck, crane truck, wastewater collection service truck, sewer/storm drain televising van and equipment, mobile area and directional light boards, water distribution service truck and equipment.
2. Maintains, repairs, and keeps records of wastewater lift stations.
3. Assists in locating and marking underground water/wastewater utilities.
4. Assists in operation of mobile generators and trash pumps, portable rodder, asphalt cutter, jack hammer, pipe threader, gas torch, and soil compactor.
5. Contains, corrects, and cleans up sewer back ups.
6. Restores sewer manhole covers to grade level and repairs main lines.
7. Repairs, replaces, and exercises water distribution system gate valves.
8. Repairs and installs water services and meters.
9. Sets up traffic controls and directs traffic.
10. Installs shoring for safety.
11. Uses hazardous gas detector.
12. Assists in operation of confined space entry and escape tripod.
13. Flushes and paints fire hydrants.

### QUALIFICATION GUIDELINES:

**EDUCATION:** High School diploma or recognized equivalent.

**EXPERIENCE:** One year of maintenance working with water distribution and/or wastewater collections equipment.

**KNOWLEDGE OF:**

- Basic plumbing and electrical concepts.
- Excavation and shoring techniques.

**ABILITY TO:**

- Perform basic water distribution and wastewater maintenance procedures.
- Operate maintenance trucks and equipment.
- Use hand tools.
- Set up traffic diversions.
- Read, write, and follow instructions.

- Work cooperatively with other employees.
- Learn to read distribution and collection system atlases.

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**LICENSES:**

- Valid Class C CA drivers license and an acceptable driving record at time of appointment.

**CERTIFICATIONS:**

**SPECIAL REQUIREMENTS:**

**DESIRABLE:**

- Valid Class B CA drivers license.

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**FLSA Exemption Status:** Non-Exempt

**Employee Unit:** American Federation of State, County and Municipal Employees

**DOT Program Participant:** No

**Job Family:** Utilities - Technical/Field Maintenance

**Career Progression:**