



## **TAHOE CITY PUBLIC UTILITY DISTRICT Job Description**

**Job Title:** Utilities Operations Specialist I  
**Department:** Utilities  
**Supervised By:** Utilities Superintendent  
**FLSA Status:** Non-Exempt  
**Revised as of:** January 2015

### **JOB SUMMARY**

To perform a variety of semi-skilled work in the preventive maintenance, repair, replacement and monitoring of the District's water and wastewater systems.

### **DISTINGUISHING CHARACTERISTICS**

The Utilities Operations Specialist I is the entry-level classification of the Utilities Operations Specialist series. Incumbents in this classification perform the more routine semi-skilled tasks. The Utilities Operations Specialist I is distinguished from the Utilities Operations Specialist II by the latter's attainment of higher-level certifications and performance of more complex tasks.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the Utilities Superintendent; and technical and functional supervision from a Senior Utilities Operations Specialist.

### **ESSENTIAL FUNCTIONS**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform a variety of semi-skilled to skilled maintenance on the District's water and wastewater systems; perform related support tasks and manual labor in the accomplishment of assigned projects as necessary.
- Replace, repair, operate and maintain sewer lines, manholes, water lines, pumping stations, wells, water tanks, water treatment stations, booster stations, odor control stations, fire hydrants and other essential parts of the District's water and wastewater systems.
- Respond to customer requests, concerns and complaints regarding the District's water and wastewater systems; act as a resource in providing requested information and/or directing inquiries to appropriate sources.
- Perform plumbing, painting, carpentry and minor electrical tasks in the maintenance and repair of the District's water and wastewater systems.
- Operate radio-based telemetry systems and a variety of electronic devices to monitor and control the operation of the District's water and wastewater systems.

- Operate a wide range of vehicles and equipment necessary to monitor, maintain and repair the District's water and wastewater systems such as, but not limited to, vactor truck, television inspection equipment, backhoe, excavator, dump truck, boom truck, cut-off saw and hydraulic tools.
- Inspect and monitor water meters; record readings of gauges, meters and charts; collect water samples and record data to monitor water quality.
- Perform maintenance and repair in a variety of weather conditions and under a variety of physical demands in compliance with established safety procedures and practices.
- Respond to emergency calls on weekends, holidays and evenings and be available for standby duty as assigned and necessary.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish and maintain effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

## **ADDITIONAL DUTIES AND RESPONSIBILITIES**

- Perform all other duties as assigned.

## **EMPLOYMENT STANDARDS**

### **1. Knowledge of:**

- Basic methods, tools and equipment utilized in the maintenance and repair of water and wastewater systems.
- Basic principles and practices of water and wastewater system operations.
- Basic mechanical principles and applications.
- Standard and accepted safety procedures applied to water and wastewater systems and operations.
- Modern office practices, methods, and computer equipment.
- Safe work practices.
- Principles and practices of customer service.

### **2. Ability to:**

- Learn the occupational hazards, standards and approved water and wastewater maintenance procedures and appropriate safety precautions to protect self and others.
- On a continuous basis, know and understand maintenance activities and observe safety rules. Intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to other employees.
- Intermittently, sit while driving a piece of equipment; stand and walk while performing maintenance activities; bend and twist to adjust equipment; kneel and squat to review work; climb ladders to 30 feet or climb up onto heavy equipment to begin operations; perform simple and power grasping, pushing, pulling and fine manipulation; and lift or carry weight of 75 pounds or less.
- Apply understanding and common sense to carry out instructions in oral, written or diagram form.
- Function as a productive, effective and positive member of assigned work team(s).
- Operate and maintain standard equipment, tools and vehicles utilized in the performance of assigned duties in a safe and effective manner.
- Maintain daily logs/maintenance documentation and prepare routine reports.

- Read and operate a variety of gauges, meters and charts.
- Apply concepts of basic algebra and geometry; calculate figures and amounts such as proportions, percentages, area, circumference and volume.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment including computers and applicable software.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

## **EDUCATION AND TRAINING REQUIREMENTS**

### **1. Education and Experience Requirements:**

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: One (1) year of experience in water or wastewater construction or maintenance, plumbing or a closely related field.

### **2. Certification & Licensing Requirements:**


- Possession of appropriate and valid Class B Driver's license or ability to obtain within eighteen (18) months of employment and driving record that complies with District policy is required.
- Possession of a valid D1 Water Distribution Operator Certificate issued by the California State Department of Public Health or ability to obtain within eighteen (18) months of employment.
- Possession of a valid Grade I Collection System Maintenance Certificate issued by the California Water Environment Association or ability to obtain within eighteen (18) months of employment.

## **WORKING CONDITIONS**

Work is performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise. Work may also be performed in confined spaces, or at heights above or below the ground. (See detailed Job Analysis for a more complete list of physical and mental requirements.)

**Reviewed by:** 

**Date:** 01/30/2015

**Classified by:** 

**Date:** 01/15/2015

**Approved by:** 

**Date:** 01/15/2015