

City of Caldwell

Class Specification

Class Title	MAINTENANCE WORKER (WATER & IRRIGATION)
Class Code Number	
FLSA Designation	Covered
Pay Grade	Level 2
Effective Date	August 2018

General Statement of Duties

Maintains and repairs the City's water distribution system and irrigation systems; and performs related work as required.

Classification Summary

The principal function of an employee in this class is to perform a variety of manual tasks to maintain and repair the City's water distribution system and irrigation systems. The work is performed under the direct supervision of the Supervisor and/or Foreman. This class is distinguished from the class of Senior Maintenance Worker by the certification of a Class I Water System Operator and a minimum of one-year experience as a maintenance worker. An employee in this class performs the duties of other employees in the Water Department as required or as assigned by supervisory personnel. The principal duties of this class are performed in an outdoor environment, which may involve adverse weather conditions and related hazards.

Examples of Work (Illustrative Only)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs repairs to the City's water distribution system and irrigation systems, including repairing leaks and water taps and replacing cracked and broken pipes;
- Responds to calls from businesses, property owners and citizens to repair, replace and maintain public water distribution systems and concerns with irrigation system;
- Drives semi truck and trailer, dump truck and hauls earth and construction materials from one location to another;
- Operates a front-end loader to load earth, gravel and trenching materials;

- Installs water mains and service lines;
- Installs meter pits and meter change outs;
- Uses shovels, picks, and rakes to remove mud, rock and debris from the job site;
- Digs trenches, secures, lowers and installs pipes and places service lines and taps and replaces and compacts bedding and overlay materials;
- Works with other Public Works and Street crews to perform large scale maintenance and repair on the City's service distribution infrastructure;
- Performs asphalt patching and uses pipe saws to cut pipe and concrete;
- Performs right-of-way and landscape maintenance when necessary;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

OTHER DUTIES AND RESPONSIBILITIES

- Performs building and grounds maintenance to maintain City Water Service and Distribution office and facilities;
- Hauls and delivers chlorine for the City's well system;
- Performs other related duties as assigned.

<h4>Required Knowledge, Skills and Abilities</h4>
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- Good knowledge of water utility construction, maintenance and repair equipment, materials and methods;
- Good knowledge of traffic hazards and traffic safety principles, practices and procedures;
- Good knowledge of proper lifting techniques and personal protective equipment used in the operation of hand and power tools;
- Ability to comprehend and follow safety rules and regulations;
- Skill in the operation of hand and power tools used in water utility maintenance and repair;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;

- Ability to establish and maintain effective working relationships with other Department and City employees, property owners, businesses and the public;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from high school or possession of a GED; and
- Some experience in water distribution system construction, maintenance or repair; or
- Any equivalent combination of education, experience and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a driver’s license issued by the State of Idaho;
- Ability to obtain a Class A CDL and proper endorsements issued by the State of Idaho within 90 days of employment;
- Ability to obtain a Class I Water Distribution Certification within 24 months of employment;
- After hours on-call and residency within a 20-minute service response area;
- Subject to a background check.

Physical Demands

N (Not Applicable) Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 30% of the time (2.5+ hours/day)
F (Frequently) Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)
C (Constantly) Position requires this activity more than 60% of the time (Over 5.5 hours/day)

Physical Demands	Lift/Carry	Hazards/Potential Exposure
<u>C</u> Stand	<u>C</u> 10 lbs or less	<u>C</u> Toxins/caustics/chemicals
<u>C</u> Walk	<u>C</u> 11 – 20 lbs	<u>C</u> Extreme conditions
<u>O</u> Sit	<u>F</u> 21 – 50 lbs	<u>C</u> Dust
<u>C</u> Manual Manipulation	<u>F</u> 51 – 100 lbs	<u>C</u> Moving mechanical parts
<u>C</u> Grasp	<u>F</u> Over 100 lbs	<u>O</u> Potential electrical shock
<u>C</u> Reach Outward		<u>C</u> High pitched noises
<u>F</u> Reach Above Shoulder	Push/Pull	<u>C</u> Blood-borne pathogens
<u>C</u> Speak	<u>C</u> 12 lbs or less	<u>C</u> Gaseous risk/fumes
<u>F</u> Climb	<u>C</u> 13 – 25 lbs	<u>C</u> Construction zone hazards
<u>F</u> Crawl	<u>C</u> 26 – 40 lbs	<u>C</u> Communicable disease
<u>C</u> Squat or Kneel	<u>F</u> 41 – 100 lbs	<u>O</u> Hot liquids/fire
<u>C</u> Bend	<u>F</u> Over 100 lbs	<u>C</u> Height & confined spaces

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand department and safety rules and regulations and work around high traffic areas;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to detect leaks and breakage in water lines and work safely in heavy traffic and heavy equipment operation;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate hand and power tools, join pipes and make repairs to water distribution system lines and equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in trenches, in rough terrain and access construction equipment.

I have reviewed these job requirements and the detailed job description and verify that I can perform all physical demands and essential physical abilities of this position.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Department Manager Approval: _____ Date: _____