

# TWENTYNINE PALMS WATER DISTRICT

## Service Worker I

**STATUS:** Non-exempt  
**DEPARTMENT:** Maintenance  
**SUPERVISOR:** Maintenance Superintendent  
**SALARY RANGE:** \$23.91 - \$28.08

**SUMMARY:** Under supervision of the Maintenance Superintendent; to perform a variety of assignments in the installation, maintenance and repair of "the water system" transmission and distribution systems, meter reading activities, all appurtenances such as fire hydrants, services, air-vacs, cla-val, storage, pumps, wells, buildings etc. and to perform related work and other duties as required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; other duties may be assigned:

- Performs meter reading duties.
- Responds to customer inquiries, (pressure, water meters, etc.)
- Performs a variety of maintenance, installation and repair on water distribution appurtenances and lines.
- Properly uses hand and power tools and equipment.
- Required to be on call on a regular basis.
- Operates computer system related to departmental needs and requirements.
- Deals effectively and courteously with customers and the general public.
- Attends staff and other meetings as requested.
- Proper knowledge of safety practices and safety gear.
- Complies with the District's Injury and Illness Prevention Program.
- Attends safety meetings as required.
- Acquires CPR and First Aid Basic Training within probationary period.

**CERTIFICATES, LICENSES, REGISTRATIONS;** Must have or obtain within six months of appointment a Class A California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates. Must have or obtain within 18 months of appointment, a D-I Water Distribution Certificate from the State of California.

**EDUCATION and/or EXPERIENCE:** 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: One (1) year responsible work in the installation, maintenance and repair of a water service system, including experience with field customer relations work.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

**KNOWLEDGE OF:**

- Principles and safe practices of water operations and distribution.
- Hydraulics and pumping.
- Water transmission and distribution systems and appurtenances including maintenance, installation and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

**ABILITY TO:**

- Perform basic work assignments in the installation, maintenance and repair of "the water system."
- Perform preventative maintenance on cla-val, storage, water meters, buildings and grounds.
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the operations and maintenance department.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.

**TYPICAL PHYSICAL ACTIVITIES:** The physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Travels frequently by automobile in conducting daily District business.
- Works in an environment with possible exposure to dust, dirt, fumes, vapors, noise, inclement weather and significant temperature changes.
- Stoops, kneels, crouches, crawls, walks and climbs in performing duties.
- Must be able to carry, push, pull, reach and lift supplies and merchandise weighing up to 50 lbs.
- Communicates orally with District management, co-workers and the public in face-to-face, one-to-one and group settings.
- Regularly uses telephone and radio for communication.
- Uses office equipment such as computers, copiers and fax machines.
- Hearing and vision within normal ranges.

**I have reviewed this Job Description with my Supervisor and agree with its contents.**

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Employee Signature

Date

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Supervisor Signature

Date