

TWENTYNINE PALMS WATER DISTRICT

Service Worker III

STATUS: Non-exempt
DEPARTMENT: Maintenance
SUPERVISOR: Maintenance Superintendent
SALARY RANGE: \$28.92 - \$34.16

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, all appurtenances such as fire hydrants, services, air-vacs, cla-val, storage, pumping, 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:

- Responds to customer inquiries, (pressure, etc.)
- Performs a variety of maintenance and repair on water distribution appurtenances and lines.
- Installs new services, fire hydrants, air-vacs, water mainline pipes, pressure reducing stations, and other tasks related to a water distribution system.
- Ability to perform and solve complex distribution system problems with minimal supervision.
- Performs a variety of repairs and maintenance to well and pump buildings.
- Performs inspections for various departmental programs.
- Required to be on call on a regular basis.
- Properly uses hand and power tools and equipment.
- Operates computer system related to departmental needs and requirements.
- Deals effectively and courteously with customers and the general public.
- Proper knowledge of safety practices and safety gear.
- Attends safety meetings as required.
- Ensures compliance with District's Injury and Illness Prevention Program.
- Acquires CPR and First Aid Basic Training within probationary period.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of 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 a D-III Water Distribution Certificate, a T-I Water Treatment 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: Standard principles of hydraulics and mathematics. College courses in distribution.

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.
- Use of measuring equipment.
- State and Federal requirements and standards for potable water.
- Hydraulics and pumping.
- Water transmission and distribution systems and appurtenances including maintenance and repair.
- District policies and procedures.
- Geography of the District and location of District facilities.

ABILITY TO:

- Perform the most difficult and complex duties related to the water distribution system.
- Maintain records and compile data into written reports.
- Develop and prepare water quality reports.
- Perform work assignments in the installation, maintenance and repair of "the water system".
- Follow oral and written instructions.
- Operate motor vehicles and power equipment used in the maintenance department.
- Deal tactfully and courteously with the public.
- Use computer systems and software packages related to the needs of the District.
- 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, Board members, 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.

Employee Signature

Date

Supervisor Signature

Date