



## JOB DESCRIPTION

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**TITLE:** SR. UTILITY WORKER  
**STATUS:** Union/FLSA Non-Exempt  
**GRADE:** 13

### **JOB SUMMARY:**

Incumbent is responsible for the on-site maintenance and operation of the District's water distribution system, sewage collection system, meters, plants and reservoirs. This is a senior level position which requires little or no supervision.

### **REPORTING RELATIONSHIPS:**

This position reports to a Field Operation Manager and receives instruction and work assignments from the Lead Utility Worker. This position does not supervise other positions but is a senior employee and will provide direction, guidance, training, and leadership to workers in lower level classifications. Incumbents in this position are expected to be able to fill in for Lead Utility Workers on a temporary basis and will at times provide work assignments, instruction, and training to employees while being responsible for the safety and performance of work crews.

### **ESSENTIAL DUTIES** include the following.

- Installs, services and repairs the District's water and sewer facilities; repairs water and sewer line leaks, flushes water systems, operates vacuum jetting truck to clean out manholes and plugged sewers; installs valves; services, installs and repairs hydrants, taps water and sewer mains for new connections and makes hot taps and cut ins for new water mainline construction; repairs curbs and sidewalks; maintains and repairs water and sewer lines, lift and pump stations, roadways, treatment facilities, and other District-owned buildings and property; locates other utilities for job completion;
- Sets, services, maintains, plumbs, repairs, reads, and adapts District meters; monitors and verifies water usage or tampering and unauthorized usage; restores any disrupted property;
- Locates sewer mains and manholes; inspects, services, raises and/or repairs manhole frames and lids;
- May be assigned courier duties or to back up the receptionist or inventory control technician; may also perform work of buildings/grounds workers and janitorial duties;
- May be assigned yard person duties such as: decant station upkeep, loading/unloading dump trucks, organizing equipment and materials, and delivering equipment or materials to job sites or satellite facilities;
- Services and maintains tools and equipment used to repair water and sewer facilities.
- Checks for hazardous conditions and sets up barricades, warning signs and other public safety devices and controls traffic by flagging;
- Completes work orders according to time and material specifications and works with supervisory personnel to perform final inspection of projects;
- Responds to on-site inquiries and talks with customers, property owners, and contractors regarding work being performed and the impact work may have on their property;
- Performs other duties as assigned.

**Knowledge, Skills, and Abilities:**

- Set-ups, layouts, practices, and procedures used to repair and service waterworks and sewer systems;
- Thorough knowledge of the District service area;
- High level customer service;
- Handling complicated customer questions and complaints;
- Employee development and training;
- Coaching and mentoring;
- Defensive driving practices and precautions;
- Meter setting, reading, maintenance and repair;
- Concrete work, landscaping, paving and erosion control;
- Safety Rules and regulations;
- Traffic and safety planning on the job site;
- Operating equipment and tools such as tapping machine, generator, jetting and vacuum truck, pavement roller, backhoes, boring machines, jackhammers, cut-off saws; and hand tools at a high proficiency level;
- Operating and maneuvering single and double axle dump trucks and trailers;
- Instructing, and assigning, and monitoring work crews;
- Judging the quality of sewer and water system installations;
- Using computers, automated time and attendance and work order systems, Microsoft Office Suite, and hand-held computers;
- Performing basic mathematical computations;
- Reading and potentially drawing as-built sketches, blueprints, and maps;
- Communication and interpersonal, both oral and written, skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Experience/Education:**

Four years of related experience with at least three years in a water/wastewater utility, and a High School Diploma or General Equivalency Diploma (GED). In order to be promoted to a Sr. Utility Worker position, specific knowledge, skills, and ability requirements must be met with acceptable work performance as determined by supervisors.

**Licensing Requirements:**

Possess and maintain a Valid Washington State Driver's License with Commercial Driver's License Class A with tanker and air brake endorsement, an industrial first aid/CPR card, flagger card, forklift certification, confined space entry training, shoring and trenching certification, erosion and sediment control lead certification, a Water Distribution Manager I certification, a Wastewater Collections I certification, and a Cross Connection Specialist certification.

**WORKING CONDITIONS:**

Duties are primarily performed in the field with exposure to extreme weather conditions for extended periods of time, confined spaces, automobile traffic and construction tools and equipment. Work involves exposure to live sewer systems, human waste, paraphernalia, gases, fumes, loud noise, chemicals and pesticides.

**PHYSICAL REQUIREMENTS:**

This job typically requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, reaching, standing, talking, hearing, seeing and repetitive motions.

Very Heavy Work: Exerting in excess of 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

*This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.*

Approved: March 2016

Revised: January 2020