



## **JOB DESCRIPTION**

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**TITLE:** UTILITY WORKER I  
**STATUS:** Union/FLSA Non-Exempt  
**GRADE:** 10

### **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.

### **REPORTING RELATIONSHIPS:**

This position reports to a Field Operation Manager and receives instruction and work assignments from a Lead Utility Worker and at times other Utility Workers in higher classifications. This position does not supervise others.

### **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 and jetting truck to clean out debris in manholes and plugged sewers; installs valves; installs and repairs hydrants, and taps water and sewer mains for new connections; repairs curbs and sidewalks; maintains and, 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; meters; 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 conducts final inspection of projects with supervisor;
- Responds to on-site inquiries and talks with property owners and contractors regarding work being performed and the impact work may have on their property;
- Performs other duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge, Skills, and Abilities:**

- Repair and servicing of waterworks and sewer systems;

- How to read maps, use GPS, and find locations within the District's service area;
- Customer service;
- Driving with an acceptable record;
- Concrete work;  
Safety;
- Operating construction equipment and hand tools;
- Computers and Microsoft Office suite products;
- Reading maps;
- Communication, both oral and written, and interpersonal 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:** Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities necessary to perform the job is required for this position. A typical way to obtain the required knowledge, skills, and abilities would be at least one year of experience in utility maintenance operations at a water and sewer district, municipality, or in the construction industry. A high school diploma or GED is required. Selected candidates must have the ability to earn an Industrial First Aid/CPR Card, a Flagger Card, Fork Lift Certification, and water distribution certifications through the Washington State Department of Health as well as wastewater collections certifications.

**Licensing Requirements**

Must possess and maintain a Valid Washington State Driver's License and acceptable driving record.

May possess and maintain a Washington State Commercial Driver's License (CDL) endorsement as it is needed for internal promotional opportunities or District business need. If CDL endorsement is held, incumbent is subject to all regulations of Federal and AWWWD CDL program.

**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 various tools and equipment. Work involves exposure to live sewer systems, human waste, paraphernalia, gases, fumes, loud noise, chemicals and pesticides.

**PHYSICAL REQUIREMENTS:**

This position typically requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, pushing, pulling, lifting, finger dexterity, grasping, feeling, standing, reaching, 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.*

*Revised: 8/1/2019- Licensing Requirements*