MEINERS OAKS WATER DISTRICT
VENTURA COUNTY SINCE 1949
(805) 646-2114
"WATER IS PRECIOUS"
202 WEST EL ROBLAR DRIVE

Utility Worker I Job Description

FLSA Status: Non-exempt
Annual Salary Range: $59,704 - $72,570

1. General Job Description

The Utility Worker I works under the direction of the Field Supervisor and/or the General Manager. A Water Utility Worker I is to participate in, but not limited to, the operations and maintenance of water storage, distribution, and service facilities. Additionally, duties will include vehicle and ground maintenance, as well as related activities.

2. Qualifications/ Possession of the following

- Must have a valid Class "C" California driver's license and a driving record acceptable to the district's insurance carrier.
- Must be a certified Water Distribution Operator Grade 1 issued by the California State Water Resources Board within 12 months of hire
- Must be a certified Water Treatment Operator Grade 1 issued by the California State Water Resources Board within 12 months of hire
- High School Diploma or GED
- The ability to pass a fit-for-duty test and drug/alcohol screen
- Must obtain T-2 and D-2 certificates to move up to the next level

3. Basic Work Hours

- Monday through Friday, 8 AM to 5 PM
- Assigned on-call or standby time
- Compensation hourly
- Must remain within a 30-minute response time to the district while on-call

4. Essential Job Duties

- Performs water meter readings and maintenance, including installing new meters.
- Operates and maintains vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of water utility systems and facilities.

- Operates and maintains a variety of hand and power tools and equipment related to work assignments as instructed.
- Assist in repairing any water leaks in the water district distribution system.
- Weed abatement around district facilities
- Assist in the maintenance, repair, and replacement of pumps, motors, and valves within the district.
- Observe safe work methods and utilize related safety equipment as required.
- Maintain work areas in a clean and orderly condition, including securing equipment at the end of the workday.
- Record facilities data.
- Willingness to work on-call shifts, nights, weekends, holidays, and overtime as assigned
- Performs related duties as assigned.

5. Physical Demand, Work Environment or Elements

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Must possess mobility to work in the field, in District buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines, to walk on uneven terrain, and to climb and descend ladders. Operate varied hand and power tools and construction equipment. Specific visual abilities required for this job include close vision, distance vision, depth perception, and color vision, as well as the ability to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. The employee is required to have sufficient manual dexterity to operate a District vehicle, computers, and standard office machines, such as fax machines, calculators, telephones, and copiers. Positions in this classification require bending, stooping, kneeling, reaching, and climbing to perform and inspect work. Employees must be able to lift, carry, push, and pull materials and objects weighing up to 150 pounds.

Employees work indoors and outdoors and may be exposed to cold and hot temperatures, inclement weather, loud noise levels, vibration, confined workspaces, chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff, public representatives, and contractors in interpreting and enforcing departmental policies and procedures.

6. Personal Protective Equipment

Field employees must at times wear safety and welding glasses, gloves, a welding mask, a full-face mask, and earplugs. When required, they must be able to use and be fitted for a respirator and/or Self-Contained Breathing Apparatus (SCBA), which requires being cleanly shaven at all times.

7. Performance Evaluation

Performance evaluations will be conducted at least annually, based on the established performance goals and elements outlined in the *Performance Management & Incentive Pay Policy*. Performance Element Categories listed each include various individual benchmarks:

- Technical Competence/Mission Accomplishment (TM)
- Collaboration (CO)
- Customer Care (CC)
- Resource Management (RM)
- Leadership (L)
- Continuous Improvement (CI)

8. Exempt /Non - Exempt

- This is a non-exempt position pursuant to the Fair Labor Standards Act.
- 12-month probation period
- Rate of pay increases will vary upon merit/ cost of living allowances
- The beginning pay rate will be DOQ

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Employee Signature Date

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Employee Name Print
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