

CITY OF  
SIMI VALLEY

**WATERWORKS SERVICES WORKER I  
WATERWORKS SERVICES WORKER II  
WATERWORKS SERVICES WORKER III**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUMMARY DESCRIPTION**

Under supervision (Waterworks Services Worker I) or general supervision (Waterworks Services Worker II), or direction (Waterworks Services Worker III), performs skilled and semi-skilled labor in the maintenance, operation, and repair of the City's water distribution system; reads residential and commercial water meters and provides customer service; and maintains all vehicles and equipment used.

**DISTINGUISHING CHARACTERISTICS**

**Waterworks Services Worker I** – This is the first certified class in the Waterworks Services Worker series. This class is distinguished from the Waterworks Services Worker II class by the performance of the more routine maintenance and operations tasks and duties. Advancement to the Waterworks Services Worker II level is based on demonstrated proficiency in performing the assigned functions, certification as a Grade II Water Distribution Operator, and is at the discretion of higher level supervisory or management staff.

**Waterworks Services Worker II** – This is the full journey level class within the Waterworks Services Worker series. Employees within this class are distinguished from the Waterworks Services Worker I by the performance of the full range of duties as assigned including the most complex maintenance, operations and customer service functions. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

**Waterworks Services Worker III** – This is the advanced journey level class in the Waterworks Services Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned, including performing lead supervisory activities if assigned. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and have the appropriate water distribution operator certification.

Positions in this class series are flexibly staffed and positions at the Waterworks Services Worker II and III levels are normally filled by advancement from the Waterworks Services Worker I and II levels, respectively.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Maintain water distribution system including main and service lines, valves, fire hydrants, reservoirs and related equipment; locate and repair service line leaks.
2. Install, repair and replace pumps and motors at pump stations and ground water well sites.
3. Overhaul and maintain hydraulically controlled pressure valves and controls.

**Waterworks Services Worker I/II/III (Continued)**

4. Participate in the installation of distribution system lines; cut and prepare piping and fittings; thread and link pipe; replace gate valves and couplings; install and replace water services; install water meters.
5. Read water meters with computerized hand held machine; field test customer meters for accuracy.
6. Respond to customer water service and billing complaints; check high and low pressure; check for meter leaks; perform service turn-ons and turn-offs; notify customers of water interruptions and of the type of work to be performed.
7. Maintain water reservoirs and related equipment.
8. Operate a variety of heavy construction and maintenance equipment including a dump truck, skiploader, backhoe, trencher, water tank truck and other related equipment; pick up and deliver materials and supplies as necessary.
9. Participate in cutting and breaking asphalt and concrete surfaces; construct forms, pour and finish concrete; repair and participate in the pavement of roadways, sidewalks, manholes and related structures; perform concrete repairs, patch work, brick, block walls, and associated masonry work.
10. Service and maintain all air-vacs and blow-offs in the distribution system.
11. Maintain records related to distribution system installation, repair, and maintenance activities.
12. Perform traffic control to ensure the safety of service workers and the general public.
13. Record operating hours and usages of water distribution system pumps and motors.
14. Collect water samples for state health department analysis.
15. Monitor inventory of assigned materials and supplies; requisition and restock maintenance supplies, materials and equipment as necessary.
16. Ensure and adhere to safe work practices and procedures including, but not limited to lockout/tag out and confined space rules and regulations.
17. Oversee the work of lower level staff as required.
18. Perform related duties as required.

In addition to the above duties, incumbents in Waterworks Services Worker II positions may perform the following duties:

19. Operate and maintain computerized programs for fire flows, preventive maintenance, GIS, and SCADA systems.
20. In addition to the above duties, incumbents in Waterworks Services Worker III positions may perform the following duties:
21. Provide lead supervision and training to subordinate staff, if assigned; verify attendance and provide initial approval for leave requests, if assigned.

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**Waterworks Services Worker I/II/III (Continued)**

22. Participate in the development of goals and procedures for water system maintenance, operations, and servicing.
23. Estimate time, materials, and equipment required for jobs assigned; utilize specialized software to track inventory, schedule, and account for water distribution equipment; requisition materials as required.
24. Maintain records related to the water system installation, repair, and maintenance activities.
25. Plan and oversee traffic control to ensure safety of service workers and the general public.
26. Ensure the adherence to safe work practices and procedures including using lock out/tag out procedures and confined space rules and regulations.
27. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Meter reading and hand held recording book and equipment.  
Conditions and situations that indicate meter failure.  
Uses and purposes of general construction tools and equipment.  
Safe work practices.  
Operational characteristics of water distribution systems.  
Safety procedures including confined space entry.  
Preventative maintenance techniques and procedures.  
Tools and equipment used in the maintenance and repair of water distribution systems.  
Geography and street layout of City and surrounding area.  
Operation and maintenance of related computer software and systems.

**In addition, Waterworks Services Worker III must have knowledge of:**

Principles of lead supervision and training.  
Advanced safety procedures, including confined space entry.  
Office procedures, methods, and equipment including computers and applicable software applications.

**Ability to:**

Perform semi-skilled and skilled maintenance and repair work related to water distribution systems.  
Solve customer complaints and interact effectively with the billing department.  
Drain and recharge a water main in a safe manner.  
Troubleshoot problems in the system including pump station valves.  
Calculate water pressure, volume and flow.  
Rebuild and replace fire hydrants.  
Use and operate hand tools, mechanical equipment, and power tools and equipment.  
Read and interpret basic maps and blueprints.  
Perform water sampling duties.  
Operate heavy equipment effectively and safely.  
Work independently in the absence of supervision.  
Perform heavy manual labor.  
Explain water rates and billing rules to customers.  
Respond to and assist on emergency repairs after normal busy hours.  
Work safely in confined spaces with hazardous materials.

**Waterworks Services Worker I/II/III (Continued)**

Participate in and complete safety training courses including CPR and Self-Contained Breathing Apparatus (SCBA) training.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**In addition, Waterworks Services Worker III must have ability to:**

Lead and train staff in the area of work assigned.

Assign tasks to lower level water distribution staff.

Interpret, explain, and enforce departmental and City policies and procedures.

Operate office equipment including computers and supporting software.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Waterworks Services Worker I**

**Education/Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**Experience:**

One year of increasingly responsible experience repairing and maintaining water distribution systems and equipment.

**License or Certificate:**

Possession of, and ability to maintain, certification as Water Distribution Operator Grade D1.

Possession of, or ability to obtain, a valid Class A driver's license within six months of employment.

**Waterworks Services Worker II**

**Education/Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**Experience:**

Two years of increasingly responsible experience repairing and maintaining water distribution systems and equipment.

**License or Certificate:**

Possession of, and ability to maintain, certification as Water Distribution Operator D2.

Possession of, and ability to maintain, a valid Class A driver's license.

**Waterworks Services Worker III**

**Education/Training:**

Equivalent to completion of the twelfth grade supplemented by specialized training in water distribution systems and/or water technology courses.

**Experience:**

Three years of increasingly responsible experience repairing and maintaining water distribution systems and equipment.

**License or Certificate:**

Possession of, and ability to maintain, certification as a Water Distribution Operator Grade D3.

Possession of, and ability to maintain, a valid Class A driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Construction site environment; travel from site to site; work with and in water and around heavy construction equipment; work under ground and in confined spaces; work at heights on scaffolding and ladders; work on slippery and uneven surfaces; work around traffic; exposure to noise, dust, heat and inclement weather conditions.

**Physical:** Sufficient physical ability to perform moderate to heavy lifting; bending, stooping, kneeling, and crawling; walking and standing for prolonged periods of time; operating motorized equipment and vehicles.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

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*Johnson & Associates*

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