

CITY OF SIMI VALLEY

WATERWORKS SERVICE WORKER TRAINEE

*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, performs 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

This is the training level class in the Waterworks Service Worker series. This class is distinguished from the Waterworks Service Worker I by the performance of the most routine tasks and duties assigned to positions within the series including learning maintenance and operations duties. Since this is an entry level class, employees may have only limited or no directly related work experience. Under this class series, employees in the Waterworks Service Worker Trainee classification may progress to the I level once they have mastered the full range of duties performed by a Waterworks Service Worker and have obtained their D1 Water Distribution Operator's Certification.

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. Learn to maintain water distribution system main and service lines, valves, fire hydrants, reservoirs and related equipment; learn to locate and repair service line leaks.
2. Participate in the overhaul and maintenance of hydraulically controlled pressure valves and controls.
3. 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.
4. Learn to read water meters with computerized hand held machine.
5. Assist with field testing of 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. Participate in the maintenance of water reservoirs and related equipment.
8. Learn to operate a variety of heavy construction and maintenance equipment including a dump truck, skiploader, backhoe, trencher, water tank truck and other related equipment.
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. Maintain shop inventory; assists in stocking supplies, materials and equipment; maintain shop equipment and supplies in a clean and orderly manner.

11. 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:

Uses and purposes of general construction tools and equipment.
Safe work practices.

Ability to:

Perform routine tasks in a variety of water distribution maintenance activities.
Perform heavy manual labor.
Learn to meter read using a hand held data recording computer.
Learn conditions and situations that indicate meter failure.
Learn water rates and billing rules.
Learn to use and operate a variety of heavy construction and maintenance equipment.
Work safely in confined spaces with hazardous materials.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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:*

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:

Some experience maintaining and repairing water distribution systems and equipment is desirable.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid 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.

Waterworks Service Worker Trainee (Continued)

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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