

Santa Nella County Water District

MAINTENANCE WORKER

POSITION SUMMARY

Under direct supervision of the Chief Operator assists in operations of water and wastewater that does not require a certification to perform.

EMPLOYMENT CLASSIFICATION

Classification:	Non-Exempt
Position:	At-Will
Responsible to:	General Manager
Supervision Level:	Reports daily to Chief Operator
Certification:	None Required
Pay grade:	Hourly plus overtime, call-duty pay if certified minimum T-1 in water treatment, certification pay
Benefits:	Retirement, health benefits, vacation, sick leave, paid holidays

JOB DESCRIPTION

Assists the Chief Operator and certified operators in non-certified tasks for the water treatment plant, water distribution system, wastewater plant and sewer collection system. Performs maintenance tasks through the use of equipment and tools. Performs cleaning and disposal of headwork screenings; checks lift stations and other equipment. Maintains vehicles, equipment, and generators. Performs yard work, landscaping, disking, and mowing, including but not limited to maintaining weeds and palm fronds around wastewater treatment ponds. Maintains records, including a log of all daily events. Complies with regulatory requirements as mandated by the California Department of Public Health (CDPH), the California Regional Water Quality Control Board (CRWQCB), the State Water Resources Control Board (SWRCB), and other water and wastewater regulators. Observes and complies with all District safety rules; attends safety training as conducted by the Chief Operator. Works after hours as call-duty operator, only if certified as Water Treatment Grade 1, including but not limited to weekdays, weekends, and holidays. May be required to assist in water and wastewater emergencies.

PRINCIPAL DUTIES

Shall perform the following duties including but not limited to:

Water

- check vehicle, tractor and generator fluids
- maintain vehicles, tractor and generators
- disk fields around plant and administration buildings
- maintain weed control at plant
- maintain plant and office grounds
- yard work and landscaping
- run errands

- maintain daily logs
- read meters
- housekeeping
- assist Chief Operator and operators in responding to work orders and Underground Service Alert (USA) tags
- assist in field
- any other duties or tasks assigned that does not require certification

Wastewater

- check lift stations
- clean and dispose of headwork screenings
- maintain weed control around ponds
- maintain weed control at plant
- maintain plant and office grounds
- yard work and landscaping
- run errands
- maintain daily logs
- read meters
- housekeeping
- assist Chief Operator and operators in responding to work orders and USA tags
- assist in field repairs
- any other duties or tasks as assigned that does not require certification

Weekend/Holiday Duty

Shall be available to check the water treatment plant and sewer lift stations on Saturday, Sunday and holidays.

Shall be compensated for checking the water treatment plant and sewer lift stations on Saturday, Sunday and holidays by receiving three hours, per day, at regular rate of pay, pursuant to Department of Industrial Relations, Wage Order #4, section 1, sub-section B, overtime exemption for public agencies [special district]. In the event the operator must work more than three hours due to an unforeseen occurrence while performing Weekend/Holiday duty, the operator will be compensated with overtime pay at one and one-half (1/2) times the regular rate of pay for hours actually worked, after the three hour compensation.

After-Hours Call Duty

Call-duty is defined as work performed outside Weekend/Holiday Duty or outside the regular duty schedule, which is Monday through Friday, 8:00 am to 4:00 pm.

Shall respond, without delay, to any calls received that, without immediate attention, pose a risk to public health, and/or the safety of the District, its assets, and/or employees. Shall immediately notify the Chief Operator and then respond as directed.

Shall be compensated for actual hours worked outside regular duty schedule and Weekend/Holiday Duty, where the operator must respond to ensure the integrity of the system. Shall be compensated

with overtime pay at one and one-half (1 1/2) times the regular rate of pay for hours actually worked, pursuant to Department of Industrial Relations, Wage Order #4, section 2, sub-section D, emergency call-outs only.

Weekend/Holiday Duty and After-Hours Call Duty pay is non-pensionable income.

KNOWLEDGE AND ABILITIES

Must maintain:

- basic knowledge of vehicle maintenance, eg. changing fluids
- basic knowledge of tractors and generators, eg. changing fluids
- ability to operate a tractor for disking
- knowledge of sewer collection systems, operation and equipment
- ability to operate sewer line cleaning equipment
- ability to use landscape tools such as mowers, weed eater, and pruning shears
- ability to apply weed killing chemicals
- ability to read numbers on a meter
- knowledge of safety rules and regulations
- basic knowledge of electrical and mechanical equipment including tractor
- ability to use hand tools
- ability to perform manual labor
- knowledge of preventative maintenance procedures
- ability to assess operational needs, notify the Chief Operator, and be prepare to take direction for appropriate action
- ability to follow oral and written instructions
- ability to work cooperatively and communicate effectively with the Chief Operator, the General Manager, co-workers, customers, vendors, consultants, and regulatory agencies

QUALIFICATIONS

High School Diploma or General Education Diploma.

Two years experience maintaining vehicles and equipment, operating a tractor and other landscaping equipment.

Certification in water and/or wastewater treatment desirable.

Basic working knowledge of computers, including software application of Microsoft Excel, Word and Outlook, or other applications in use, including software used by regulatory agencies and Internet Search Engines.

Must maintain a valid State of California driver's license.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Must possess ability to perform plant and field operations during regular duty and in emergencies; ability to work in plant facilities and outdoors in varying temperatures and weather conditions; some assignments may be performed in a shop or office; frequently stand, walk, stoop; kneel and crouch; must possess normal manual dexterity and eye-hand coordination; ability to lift objects, including heavy equipment and supplies; perform duties assigned while wearing safety gear (respirator equipment, ear plugs, hard hat, safety glasses, safety vest); ability to use and to interact with employees that are using hand and power equipment, testing equipment, system monitoring, maintenance, adjustments and operations; exposure to hazardous materials, smoke, gasses and fumes; exposure to hazards such as moving machine parts and electrical current; must possess safe work practices and procedures.

Must be able to sit at a computer; talk on the telephone, while writing information or taking notes; stand to work with customers, vendors, employees, and others, as needed; twist upper body to use plant and field equipment, office equipment and relocate shelved materials; stand, stoop, crouch, kneel or squat to retrieve materials on low shelves; walk to deliver or retrieve materials at the plant, in the field or at the administrative office.

Must possess customer service skills with proper customer service etiquette, and ability to operate cell phone or other communication equipment for communication purposes; ability to use a computer for data entry and to generate correspondence, reports, emails, and any other written document; ability to use pens and pencils to write and record data; possess multi-task skills such as listening for telephone, listening to customers in the field while taking notes; and work under general plant noise of operating machinery.

Must possess ability to read and comprehend written and oral instructions; ability to conduct research on the internet; ability to use various hand tools and plant equipment, and office equipment including but not limited to printer, copier, and fax machine; ability to instruct in the educational and safety programs of the organization; drive to perform field duties, run errands, purchase/pick up supplies and respond to emergencies.

DISCLAIMER

The Santa Nella County Water District reserves the right to modify job duties at any time and the job description is not designed to cover every responsibility required of the employee.

This job description is adopted by the Board of Directors of the Santa Nella County Water District on the 13th day of September 2012 by the following vote:

AYES: Hallinan, Silvas, DiConza, Imor, Landry

NOES:

ABSTAIN:

ABSENT:

Attest:

Thomas C. Hallinan
Thomas Hallinan, President

Amy
Amy Montgomery, Secretary-Manager