



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Pipeline Construction Utility Worker I/II
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### GENERAL PURPOSE

Under immediate (Pipeline Construction Utility Worker I) to general (Pipeline Construction Utility Worker II) supervision, performs a wide variety of semi-skilled and skilled tasks in the construction, installation, servicing, repair, and maintenance of the District's mains, service lines, and related appurtenances used in the production, treatment, storage, transmission, and distribution of potable and reclaimed water; operates light-, medium-, and heavy-duty motorized equipment; and performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

Pipeline Construction Utility Worker I: This is the entry-level classification in the Pipeline Construction Utility Worker I/II series. Initially under close supervision, incumbents learn and perform routine tasks in pipeline construction, installation, and maintenance. As experience is gained, assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the Construction Utility Worker II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Pipeline Construction Utility Worker II: This is the fully qualified journey-level classification in the Pipeline Construction Utility Worker I/II series. Positions at this level are distinguished from the Pipeline Construction Utility Worker I by the performance of the full range of duties as assigned, working independently, and exercising judgment and initiative. Positions 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.

This class is distinguished from the Pipeline Construction Utility Worker III in that the latter performs the more complex work assigned to the series with a higher level of independence, and also serves in the capacity of Pipeline Construction Utility Worker

Crew Leader, when assigned, providing technical and functional direction over lower-level staff.

Employees in this classification are subject to on-call, which may include rotating-duty schedules, weekends and 24-hour emergency call out with little or no notice.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives immediate (Pipeline Construction Utility Worker I) to general (Pipeline Construction Utility Worker II) supervision from the Field Services Supervisor. Exercises no direct supervision over staff.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

*Positions at the Pipeline Construction Utility Worker I level may perform some of these duties and responsibilities in a learning capacity.*

- Performs skilled and semi-skilled work in the construction, installation, repair, and maintenance of potable and reclaimed water services and mains comprised of C-900 PVC, asbestos cement pipe (A.C.P), ductile iron, steel, copper, brass, polybutylene, and plastic pipes, as well as other District facilities.
- Locates mains and valves by map plots or specialized equipment; locates all utilities by potholing; determines the amount of hand digging required.
- Provides traffic control; prepares barricade plans and sets up and removes barricades to protect crews from street traffic; identifies utility markings at job site to determine location excavation.
- Excavates and backfills sidewalks, streets, trenches, and culverts using hand and power tools; exposes mains and services, following safe dig practices and shutdown procedures; installs and removes various types of trench shoring; fabricates forms and pours and finishes concrete; repairs asphalt surfaces; backfills and tamps with gravel; tamps asphalt fill to grade.
- Cuts mains, services, pipes, and cables to permit repairs and installation; assesses damage and determines materials required to make repairs; replaces old mains and pipes; performs water main taps under pressure or following main shutdowns; operates and exercises large and small valves to shut-off and turn-on water service.
- Performs welding on pressurized pipes, including fabrication and torch cut; welds steel pipes and performs pipefitting, both in the shop and in the field.

- Identifies and utilizes transition couplings, full circle repair clamps, pipeline adapters, compression fittings, and other water related materials.
- Performs pre-trip safety inspections on vehicles and equipment; ensures parts and materials are available and on crew truck.
- Operates trucks, vacuum trucks, skip loaders, backhoes, trenchers, motor graders, dozers, compressors, tapping machines, concrete saws, valve machines, jackhammers, pipe cutters, concrete saws, and a wide variety of other hand, hydraulic, and power equipment; checks condition of equipment; cleans and maintains tools and equipment used in the field and shops; inspects, services, and makes minor adjustments to light-medium and heavy-duty equipment
- Works in vaults and other confined spaces, lifts and removes vault lids; ventilates vaults; performs vault repairs; locates buried valves at varying underground depths.
- Performs skilled work in assembling, laying, and aligning water and sewer mains and service lines; establishes stable main and pipe base when necessary; cuts pipes using saws, pipe cutters, torches, and other tools; caulks joints; threads and bends pipe.
- Operates equipment to locate, analyze, troubleshoot, and repair water leaks in mains and service lines as well as other public utilities; cleans out around damaged area; removes excess water; shuts down and restores water service; notifies central communications of private property damage.
- Inspects and tests valves; centers valves in boxes; installs, repairs, and replaces corp stop, angle meter stop, and curb stop valves under pressure or following main shutdowns; assembles and repairs pressure-reducing and air vacuum release valves; fabricates valve fittings.
- Installs and repairs meters, and meter and valve boxes; raises and lowers valve boxes.
- Responds to questions and complaints from the public regarding repair work and main shutdowns.
- Performs grounds maintenance activities including weed abatement, pond/site maintenance, including discing, grading, gannon, excavating, and various earthworks, etc.
- Hauls and separates spoils to local landfills, recycle facilities, and stock piles.
- Installs, repairs, replaces, and maintains fire hydrants.
- Documents work performed in work order packets.
- Performs data entry on various computer systems.
- Observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## REQUIRED QUALIFICATIONS

### Knowledge of:

*Positions at the Pipeline Construction Utility Worker I level may exercise some of these knowledge and abilities statements in a learning capacity.*

- Methods and techniques of construction maintenance in multiple trades areas including, but not limited to, pipefitting, trenching, shoring, concrete finishing, asphalt repair, and welding and fabrication.
- Methods and techniques of locating services and valves.
- Plastic pipes, C-900 PVC, A.C.P. ductile iron, steel, copper, brass, and polybutylene.
- Operational characteristics of a diverse range of construction equipment, and hand and power tools.
- Shop mathematics.
- Traffic safety methods, practices, and regulations.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

### Ability to:

- Perform semi-skilled to skilled tasks in the maintenance and repair of water mains and service lines.
- Operate the tools and equipment common to public utility construction and maintenance.
- Perform arc and electric welding, metal cutting, and pipefitting.
- Estimate necessary materials and equipment to complete assignments.
- Properly and safely operate light-, medium-, and heavy-duty construction equipment.
- Work underground and in confined spaces and be certified to use a respirator.
- Read and interpret maps, blueprints, and specifications.
- Perform traffic control functions.
- Perform heavy manual labor.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.

- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Pipeline Construction Utility Worker I: One (1) year of experience in utility or public works-related maintenance and construction work.
- Pipeline Construction Utility Worker II: Two (2) years of experience in utility or public works-related maintenance and construction work or one (1) year of experience as a Pipeline Construction Utility Worker I with the District.

Education:

- Equivalent to completion of the twelfth (12<sup>th</sup>) grade.

Licenses/Certifications:

- A valid California driver's license, Class A, and the ability to maintain insurability under the District's Vehicle Insurance Policy, or ability to obtain Class A within six months of date of hire. All District employees required to possess a valid Class A driver's license for the performance of their duties shall be subject to random drug and alcohol testing pursuant to District policy and federal law.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must possess mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; frequently reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp and make repetitive hand movement in the performance of daily duties; entry into confined spaces and the use of confined entry equipment, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; and vision to inspect and operate

equipment; color vision to distinguish the colors of utility mark-outs. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to operate and repair tools and equipment. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 30 to 100 pounds or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

Employees must wear and use the proper Personal Protective Equipment (PPE); employees may, at times, be required to wear respiratory protection.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, vermin, insects, and parasites, mechanical and/or electrical hazards, hazardous physical substances and fumes, dust, and air contaminants. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### **FLEX REQUIREMENTS**

Positions in the Pipeline Construction Utility Worker I/II class series are flexibly staffed; positions at the Pipeline Construction Utility Worker II level are normally filled by advancement from the Pipeline Construction Utility Worker I level; progression to the Pipeline Construction Utility Worker II level is dependent on (i) management affirmation that the position is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licenses and certifications; and (iv) management approval for progression to the Pipeline Construction Utility Worker II level.

Eastern Municipal Water District  
Job Title: Pipeline Construction Utility Worker I/II  
Last Update: March 2020

This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>March 29, 2020</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Non-Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Pipeline Construction Utility Worker I/II. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_