

**BOARD POLICY**  
**Lake Oroville Area Public Utility District**

**TITLE: JOB DESCRIPTION -- UTILITY WORKER II**  
**ADOPTION DATE: June 9, 2009**

**NUMBER: 2345**

**2345.1 GENERAL JOB DESCRIPTION:**

**2345.1.1** Under supervision of Field Operations Supervisor, Foreman or Operator: works with Operator in the installation and repair of sanitary sewer main lines and related equipment; stocks trucks; drives service and dump trucks; operates compaction equipment, jackhammer and compressor, and other hand equipment as necessary and/or as directed; installs sewer pipe; assists in digging backfilling and repairing roads and pavement; repairs damaged pipe; repairs damaged pipe; installs service line taps, house sewer cleanout/locks, and other related equipment; assists in construction, maintenance and repair of District property; assists in general yard and shop work; and, shares stand-by and emergency responsibilities with other field personnel.

- (a) works independently or as a member of a crew to efficiently and productively provide assistance as needed in the operations and maintenance, repair and replacement of District facilities;
- (b) performs a wide variety of semi-skilled and skilled manual and automated tasks.
- (c) reads and interprets construction contracts, specifications, details and plans for the purpose of correctly installing, repairing and/or replacing pipeline and appurtenant facilities, structures (e.g., manholes, cleanouts, pump stations, etc.) and appurtenant facilities, structural trench sections, and roadway pavement;
- (d) accurately estimates and prepares quantity lists of labor, material and equipment needed for construction, replacement and/or repair projects;
- (e) responsible for fostering positive public relations in responding to questions and requests from District customers regarding service and maintenance;
- (f) acts as Equipment Operator, Mechanic, Field Operations Technician and Utility Worker;
- (g) trains, or assists in training of subordinates;
- (h) stays current with information relating to safety in conformance with District's safety program; and,
- (i) provides construction inspection and follow-up;
- (j) shares on call responsibilities and emergency responsibilities with other field personnel;
- (k) acts and supervises employees in sewer pipe installation, backfilling, pavement and surface restoration;
- (l) acts in routine closed circuit video monitoring of the District collection system;
- (m) knowledge in servicing and maintaining the Villa Verona Assessment District Step System;

(n) Under supervision, operates telemetry and process control network allowing wireless communications to the District pump stations using a Supervisory Control and Data Acquisition system (SCADA). Makes routine and emergency remote system operational changes and prepares reports. Must possess excellent computer operational skills and assists in technical training to other field personnel in all areas of SCADA operation; use of computer word processing and spreadsheet programs; current hardware and software systems, principles and techniques of computer operations including security procedures.

**2345.2 Prerequisite Qualifications**

**2345.2.1** High school diploma or the equivalency thereof.

**2345.2.2** Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in sewer collection systems.

**2345.2.3** Valid Class "A" California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

**2345.3** Basic Work Hours: 7:30 AM to 4:00 PM, Monday through Friday.

**2345.4** Hourly Compensation:

**2345.5** Essential Job Duties:

**2345.5.1** Task: Assists in the repair of pipe leaks on District's sewer system.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2345.5.2** Task: Assists in the installation of sewer mains and fittings.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2345.5.3** Task: Assists in the installation of asphalt-concrete paving material.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls.

**2345.5.4** Task: Assists in the cleaning and maintenance of District facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2345.5.5** Task: Applies weed control chemicals to and around aboveground District facilities.

Physical Demand: Standing; walking; lifting and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); distance vision; use of hands to finger, handle, or feel objects, tools, or controls; driving vehicle.

**2345.5.6** Task: Assists in the maintenance, repair and/or replacement of pumps, motors, valves and various other sewer facilities.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close vision; distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2345.6** Marginal Job Duties:

**2345.6.1** Task: Assists in the locating of District facilities.

Physical Demand: Sitting; standing; walking over uneven ground; close and distance vision; use of hands to operate locating equipment; driving vehicle.

**2345.6.2** Task: Assists in controlling traffic to facilitate the repair, replacement, operating and maintenance of District facilities.

Physical Demand: Standing; walking over uneven ground; distance vision; speaking; hearing; use of hands to hold and manipulate signs, and to give direction to vehicle operators; driving vehicle.

**2345.6.3** Task: Maintains tools and equipment.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs.); kneeling; stooping; bending; squatting; close vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2345.6.4** Task: Repair and maintenance of District buildings and grounds.

Physical Demand: Sitting; standing; walking; lifting, pushing, pulling and carrying (regularly up to 25 lbs., frequently up to 50 lbs., and infrequently up to 100 lbs.); kneeling; stooping; bending; squatting; close and distance vision; use of hands to finger, handle, or feel objects, tools or controls; driving vehicle.

**2345.7** Environmental Demands:

**2345.7.1** Outside: Always works outside in a variety of weather conditions reaching to +100°F.

**2345.7.2** Inside: Sometimes works indoors in temperature-controlled environment.

**2345.7.3** Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weed control chemicals.

**2345.7.4** Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

**2345.8** Mental Requirements:

**2345.8.1** Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

**2345.8.2** Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

**2345.8.3** Math: Ability to perform basic math calculations. Ability to count and measure.

**2345.8.4** Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

**2345.8.5** Repetition: Routine daily work practices.

**2345.8.6** Judgment: Works under direct supervision; minimal judgment required.

**2345.8.7** Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

**2345.8.8** Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.