

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

**TITLE: JOB DESCRIPTION -- UTILITY WORKER**  
**ADOPTION DATE: FEBRUARY 8, 1984**

**NUMBER: 2340**  
**AMENDED: June 9, 2009**

**2340.1 GENERAL JOB DESCRIPTION:**

**2340.1.1** 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) knowledge in use and operation of SCADA systems.

**2340.2 Prerequisite Qualifications**

**2340.2.1** High school diploma or the equivalency thereof.

**2340.2.2** Knowledge of basic construction tools and equipment; basic knowledge of District operations and materials used in sewer collection systems.

**2340.2.3** Valid Class "A" California driver license (or ability to obtain within 6 weeks of appointment) and satisfactory driving record.

**2340.3** Basic Work Hours: 7:30 AM to 4:00 PM, Monday through Friday.

**2340.4** Hourly Compensation:

**2340.5** Essential Job Duties:

**2340.5.1** 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.

**2340.5.2** 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.

**2340.5.3** 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.

**2340.5.4** 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.

**2340.5.5** 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.

**2340.5.6** 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.

**2340.6** Marginal Job Duties:

**2340.6.1** 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.

**2340.6.2** 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.

**2340.6.3** 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.

**2340.6.4** 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.

**2340.7 Environmental Demands:**

**2340.7.1** Outside: Always works outside in a variety of weather conditions reaching to +100°F.

**2340.7.2** Inside: Sometimes works indoors in temperature-controlled environment.

**2340.7.3** Fumes/Gases: Exposure to fumes from internal combustion engines; exposure to dust generated during construction operations; exposure to fumes from weak control chemicals.

**2340.7.4** Noise/Vibration: Moderate exposure to noise, and minimal vibration from tools and equipment.

**2340.8 Mental Requirements:**

**2340.8.1** Reading: Reads road maps, instructions, work orders, safety manuals, letters, reports, memos and messages.

**2340.8.2** Writing: Annotates work orders with materials used, equipment used, as-built facility information, hours worked, and descriptions of work done.

**2340.8.3** Math: Ability to perform basic math calculations. Ability to count and measure.

**2340.8.4** Attention to Detail: Medium level concentration and attention to detail to produce an acceptable level of workmanship.

**2340.8.5** Repetition: Routine daily work practices.

**2340.8.6** Judgment: Works under direct supervision; minimal judgment required.

**2340.8.7** Social Skills: Ability to relate cooperatively with members of the public, and District personnel.

**2340.8.8** Communication Skills: Ability to understand communications from others. Ability to communicate all hand signals related to construction operations.