

# WHITE CITY WATER IMPROVEMENT DISTRICT

## **Job Description**

**Job Title:** Water Worker I

**Supervisors Title:** Operations Manager

**Date Prepared:** 09/18

**Date Reviewed:** 09/18

**Date Revised:** 09/18

### **Job Summary:**

Under the direction of the Operations Manager performs daily, weekly, and annual general building and facility maintenance, including landscaping. Provide ongoing list of necessary maintenance needs to Operations Manager for budgeting purposes. Maintains and cleans truck and keeps it stocked with parts for maintenance and repairs. Performs as a utility worker doing maintenance and water system upkeep as directed by the Operations Manager. Maintains accurate paperwork of all tasks performed. Will be required under the Operations Managers supervision to be on-call for utility work during weekends and evenings.

### **Essential Duties and Responsibilities:**

- § Maintains organization of the warehouse. Cleans up shop, well houses and performs general repairs on buildings when damaged. Other general maintenance work as required.
- § Maintains grounds in accordance with City and County ordinances and regulations.
- § Responsible for system security, operations and the recording of pertinent data.
- § Patrols water system, checking deep wells, booster station, reservoir sites, pressure regulating stations and other District facilities. Initiate and complete work orders, with accurate and detailed information in a timely manner. Reports activity and resolutions to Operations Manager.
- § Investigates and takes necessary action on mainline and service line breaks. Responds to residential inquiries after normal working hours.
- § Repair or replace meters when faulty.
- § Repairs, replaces, or raises damaged meter boxes.
- § Flushes fire hydrants, locates and cleans out mainline valve boxes and checks hydrants and valves for proper operation. Makes repairs as required for proper operation.
- § Assist and work in coordination with Office Staff as necessary
- § Other related duties as assigned by the Operations Manager.

### **Required Skills:**

Individual must be a self-starter, highly motivated, have a strong work ethic, and be observant of system needs. Must have mechanical aptitude. Must have good communication skills and aptitude in dealing with the public. Must be able to write legibly. Individual must be assertive in handling any situation that needs attention. Has experience in handling issues as they arise and be able to prioritize tasks by importance and work through to completion in an efficient and timely manner.

### **Required Training and Education:**

Must have high school diploma or equivalent with demonstrated skills in math, reading, writing and basic communication. Must have a valid Utah Driver License with good driving record. Must have or will have the ability to obtain a Grade II Distribution certification from the State of Utah.

### **Required Prior Work Experience:**

Unless waived by the General Manager, must have three months prior work experience in water or construction related field demonstrating dependability, appropriate physical ability and stamina, honesty and personal integrity.

### **Responsibility for Assets:**

Operates and maintains well and booster pumps, insures that adequate water is available in the system for normal and emergency needs at all times. Operates, cleans and maintains vehicles, small pumps and assigned tools and equipment.

### **Cooperative Interaction Required:**

Has interaction with customers answering customer complaints and questions. Also, interacts with other District personnel and District Board of Trustee's as needed.

### **Physical Demands:**

The physical demands described here 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 functions.

While performing the duties of this job, the employee may be required to talk and hear. The employee may be required to stand; walk distances, use hands to touch, handle or feel objects, tools or controls; reach with hands and arms; climb and balance; and stoop, kneel, crouch or crawl. The employee is occasionally required to sit and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Working Environment:**

Work is performed in a shop and field environment however on occasion, will work in an

office environment. Significant levels of trust and confidentiality are required for work. Work will require some local driving. Some stress may be experienced due to deadlines. May have some irregular work hours. Subject to rotating on call responsibilities after hours, on weekends and evenings.

Operations tasks must be performed in inclement weather. Work is sometimes performed on high traffic roads, at heights, in confined underground vaults both during and after normal working hours. Job requires some heavy lifting (exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects) of meter boxes, pumps and manhole covers. May be subject to working with chemicals and must be safety minded with the use of said compounds.

**Disclosure of Information:**

Employee acknowledges that he has received and will continue to receive confidential and proprietary information of the White City Water Improvement District, such as litigation strategy, which he/she will not share with others without express approval of the Board of Trustees or as compelled to do so by operation of law. Confidential and proprietary information shall mean information not generally known to the public to Employee s a consequence of his/her employment by the District, whether or not pursuant to this Agreement.