

VALLEY CENTER MUNICIPAL WATER DISTRICT
CONSTRUCTION AND MAINTENANCE TECHNICIAN I, II, III

DEFINITION

Under general supervision of the Construction/Maintenance Supervisor or Meter Services Supervisor, incumbents perform a variety of routine activities related to construction and maintenance.

CLASS CHARACTERISTICS

Construction/Maintenance Technician I is the entry-level class in the Construction/Maintenance Technician series. Incumbents are responsible for performing routine activities while acquiring knowledge and skills to perform higher-level work to include: installing meters; locating, maintaining and repairing water system components; maintaining roads and easements; operating heavy equipment such as backhoes and dozers; and maintaining and repairing pipelines.

Construction/Maintenance Technician II is the journey level class in the series. Incumbents are fully competent and are expected to perform journey level duties related to meter installation, maintenance and repair of pipelines and related appurtenances such as valves, air-vacs blow-offs, fire hydrants and pressure regulators.

Construction/Maintenance Technician III is the advanced level class in the series. Incumbents are fully competent and are expected to perform the full range and the most complex duties related to meter installation, maintenance and repair of pipelines and related appurtenances. Incumbents are lead workers and may serve as a crew leader.

Incumbents may work a varied work week, different shifts, stands duty, and must be able to respond to emergencies as necessary. Incumbents may also be required to work in wastewater facilities to include collection, distribution and reclamation.

ESSENTIAL DUTIES

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 Construction Maintenance Technician III level may also serve as a lead, which includes assigning and monitoring employees work, training new employees on methods and procedures, ensuring rules and regulations are observed, and serving as a supervisor in their absence.

Performs a variety of field customer service functions related to assisting customers with service inquiries and requests dealing with the inspection, maintenance, repair, servicing, and installation of water meters. Performs meter repairs and reports illegal water usage.

Performs basic troubleshooting, repair, maintenance, installation and adjustments to a variety of District appurtenances which includes the use of oxyacetylene, torch and arc welding equipment; performs welding and brazing, cuts and preheats metals, straightens and does pipeline layouts.

Inspects meters and water lines for damage or leaks; installs and exchanges water meters; repairs minor leaks; prepares a variety of records and reports.

Operates and assists in maintaining a variety of heavy construction equipment, vehicles, machinery, power and hand tools including, but not limited to: dump trucks, backhoes, skip-loaders, bulldozers, graders, forklifts, asphalt and concrete saw cutters, pipeline tapping tools, trenchers, rollers, hydraulic shoring equipment, jackhammer/digging spades, pneumatic tampers/pompoms, whackers, welding equipment, oxyacetylene torches, and grinders in the installation, construction, maintenance, and repair of water distribution components, District facilities, properties, equipment, roads, and easements.

Locates, tests, operates, repairs, maintains, and installs mechanical equipment and components including valves, air vacs, blow-offs, fire hydrants, underground piping systems and related appurtenances; fabricates, repairs and installs a wide variety of equipment, including welding dissimilar materials.

Provides information to customers or refers to others as appropriate; maintains good public relations; responds to emergency calls from the public, taking appropriate action as necessary.

Installs and repairs mainlines; performs maintenance and road patching.

Repairs and maintains roadways, sewer and storm drains; breaks up concrete and/or asphalt surfaces; digs, shovels, hauls loads and unloads soils, sands, asphalt mixes and other materials; cleans up work sites upon completion of jobs; observes safe work methods including the coning and flagging at work sites to secure for traffic control.

Performs welding, cutting, painting and upgrading of District components; performs cleaning, greasing and related mechanical work and interprets plans, specifications, "as-builts" and quad books for work location; performs work on pipelines, valves and appurtenances accordingly; may work underground in structures to remove obstructions or make repairs.

Responds to emergency calls from the public, taking appropriate action such as placing barricades, repairing leaks and shutting off main lines.

Performs manual labor; observes safe work methods and safety precautions related to the work; makes rough estimates of labor and required materials, supplies and equipment.

Performs other duties as assigned.

QUALIFICATION GUIDELINES

Knowledge of: Preventative maintenance practices and procedures as applied to water meters, pressure regulators and pipelines; methods, materials, tools and equipment used in the installation, maintenance, repair and operations of water meters and pressure regulating valves; principles of meter operation testing; methods and techniques of troubleshooting, repairing and testing pressure reducing devices, installing and replacing meters and repairing leaks; operation and maintenance of a wide variety of equipment, hand and power tools and machinery used in the work; telephone and radio communications; principles, practices and equipment used in arc and oxyacetylene welding; safe work conditions, methods and safety practices and precautions pertaining to the work; using computers and related software applications; basic first aid and CPR techniques; record keeping practices pertaining to the work; and, shop mathematics.

Ability to: Troubleshoot, repair and maintain water meters, pressure reducing valves and clay valves; read and accurately record water meter readings; write clearly and legibly; inspect, operate, diagnose problems, and perform preventive maintenance and repair work on meters, backflow devices, valves, and related equipment; read and interpret charts and gauges; install and exchange meters and repair backflow devices; deal tactfully and courteously with the public; maintain accurate records; understand and carry out oral and written directions; keep accurate records and preparing reports; reading "as-built" valve books and district maps for locating components; determining correct shut down procedures, valve operations and re-activation procedures; communicate clearly and concisely and be understood while using the District's radio communication system; and, establish and maintain effective working relationships with other employees.

EDUCATION, EXPERIENCE, LICENSES AND CERTIFICATIONS

Education: All classes- Equivalent to a High School Diploma

Experience: Construction/Maintenance Technician I- A minimum of one year of equivalent experience sufficient to successfully perform the essential duties of the job such as those listed above.

Construction/Maintenance Technician II- A minimum of two years of experience as a Construction/Maintenance Technician I, or its equivalent; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Construction/Maintenance Technician III- A minimum of two years of experience as a Construction/Maintenance Technician II, or its equivalent; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

License and Certifications: Construction/Maintenance Technician I- California Class C Driver's License. *Ability to pass certification exam within two years as condition of employment:* State Water Resources Control Board (SWRCB) Water Distribution Operator's Certificate, Grade D2; Completion of one semester of college level welding.

Construction/Maintenance Technician II- California Class A Driver's License; State Water Resources Control Board (SWRCB) Operator's Certificate, Grade D2; Welding Certificate, ASME Section 9.

Construction/Maintenance Technician III- California Class A Driver's License; State Water Resources Control Board (SWRCB) Operator's Certificate, Grade D3; Welding Certificate, ASME Section 9.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the incumbent is regularly required to use hands and fingers to grasp and feel or operate objects, tools, or controls and reach with hands and arms. The incumbent frequently is required to walk, stoop, kneel, crouch, climb, balance, stand, talk and hear. The incumbent is occasionally required to sit. The incumbent must frequently lift and/or move from 10 to 25 pounds and occasionally lift and/or move from 50 up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. May be required to medically qualify and wear a District approved respirator.

Work Environment: While performing the duties of this job, the incumbent regularly works in outside weather conditions. The incumbent frequently works near moving mechanical parts and is exposed to wet and/or humid conditions and vibration. The incumbent occasionally works in high, precarious places and is occasionally exposed to fumes, toxic or caustic chemicals or airborne particles. The noise level will range from moderate to very loud.

POSITION DESCRIPTION APPROVED:



General Manager



Date