

# **JOB POSTING**

## **ONE POSITION – SERVICE WORKER I/II**

### **Open: Wednesday, August 11, 2021 through Friday, September 10, 2021**

#### **LAKE HEMET MUNICIPAL WATER DISTRICT CLASSIFICATION SPECIFICATION**

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**JOB TITLE:** Service Worker I/II

**DIVISION:** Multiple Divisions

**CLASS DEFINITION:**

To perform a wide range of entry, semi-skilled and skilled duties related to the inspection, testing, construction, installation, repair, servicing and maintenance of the District's water mains, lateral lines and related facilities used in the treatment, storage and distribution of potable water and the collection, treatment and transmission of wastewater; to operate light to medium-duty motorized vehicles and equipment; may perform basic pipeline welding and fabrication and repair of parts, tools, machinery, equipment and components of other metal structures; may inspect, test, and repair a variety of District water meters; and to perform related duties as assigned.

**Specific Assignments:**

Designated positions may also be assigned specific duties requiring additional training, licenses and/or certifications for which a market-based pay differential is provided. These assignments include, but are not limited to;

- Advanced Welding and Metal Fabrication
- Heavy Transport Operator
- Heavy Equipment Operator
- Backflow Prevention Device Inspection and Testing
- Wastewater treatment plant maintenance and operation

**SUPERVISION RECEIVED:**

**Service Worker I:** is the entry level in this classification series. Under close to general supervision, incumbents learn and perform basic construction, installation, maintenance and repair of the District's water distribution and wastewater collection systems and perform manual labor using a variety of hand and power tools in support of these activities. As assigned, incumbents learn and operate a variety of vehicles and construction equipment and may learn and perform the duties of specific ongoing assignments. These classes are alternatively staffed. Incumbents normally advance to Service Worker II after gaining experience and achieving proficiency that meets the requirements of the higher-level classification and upon supervisory certification of proficiency

**Service Worker II:** is the fully skilled level of this classification series. Incumbents in this classification are distinguished from the Service Worker I by the performance of the full range of duties as assigned. Employees at this level receive limited supervision and assistance as new or unusual situations arise and may provide direction to less experienced personnel. Positions in this classification are alternatively staffed and are normally filled by advancement from level I of the series.

**SUPERVISION EXERCISED:**

Incumbents in this classification series do not exercise supervision over others. Incumbents classified as a Service Worker II may provide direction to less experienced personnel

**EXAMPLE OF ESSENTIAL JOB FUNCTIONS:**

Depending upon assignment responsibilities and duties include, but are not limited to the following:

**Service Worker I**

- Manually dig and back fill trenches, shovel and sweep excess fill and debris into scoop truck; repair asphalt surfaces;

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replace and repair concrete curbs, gutters and sidewalks

- Measure, cut and join steel, cast iron, ductile iron, cement, copper and plastic water pipe
- Assist in rigging and placing heavy materials and equipment; load and unload materials, supplies, and equipment at the job site or in the yard; assist with measuring, painting or chalking areas to be excavated; may guide the maneuvering of a truck at the job site
- Learn pipeline installation, maintenance, replacement and repair of water mains, lines and facilities and wastewater collection systems by assisting more experienced personnel
- As assigned, learn and operate a variety of equipment including trucks, vacuum trucks, skip loaders, backhoe, trenchers, motor graders, dozers, compressors, tapping machines, concrete saws, valve machines, jackhammers, pipe cutters, and a wide variety of other hand, hydraulic and power equipment; and clean and maintain equipment used in the field and shop
- As assigned, safely operate and rig a tractor/trailer combination with five or more axles with or without a crane; operate heavy construction equipment; operate and rig a flatbed truck with mounted crane; operate a tractor tank trailer and auxiliary equipment
- As assigned, inspect truck prior to driving, maintain truck in a safe operating condition while in the field; regularly check operation of lights, brakes, accessories; ensure adequate fuel and oil supply; keep tires properly inflated; make other similar service checks and report the need for mechanical repair and adjustments
- As assigned, learn and operate sewer line cleaning vehicles and equipment; clean and service lines; inspect wastewater collection systems; operate video camera equipment to inspect sewer lines
- As assigned, use a mechanically operated valve wrench in the repair and/or replacement of damaged and/or inoperable valves; exercise valves according to a preventive maintenance schedule maintain accurate records and drawings of valve locations, ties, and rotations; and may assist in the USA location of District facilities through field visits and the use of maps, drawings and sketches
- As assigned, learn and perform pipeline welding work; fabricate and repair parts, tools, machinery, equipment and components of other metal structures; make straight butt welds, both by rotating and position methods; cut pipe and weld joints for branch connections and special angles using patterns or templates
- As assigned, learn to clean, repair, test and adjust various types of water meters and related metering and control instruments in the shop and in the field; may assist other District personnel in the inspection and maintenance of mechanical equipment such as valves and related equipment.
- As assigned, perform emergency off-hour repair work and stand-by duties on a scheduled rotating basis

**EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:**

- May perform limited maintenance duties around shop or yard
- Perform other related duties as assigned

**EXAMPLE OF ESSENTIAL JOB FUNCTIONS:**

Depending upon assignment responsibilities and duties include, but are not limited to the following:

**Service Worker II**

- Perform semi-skilled and skilled work in the construction installation, maintenance, replacement and repair of water mains, lines, and related facilities and wastewater collection systems; provide functional direction to less experienced personnel
- Prepare the work site ensuring that needed materials and tools are available; return tools and equipment to proper place; install and remove various types of trench shoring; provide traffic control, setting up and removing signage, cones and barricades as appropriate to the job site
- Cut mains, lines, pipe and cables to permit repairs, installation, or replacement; perform water main taps under pressure or following main shutdown; operate and exercise large and small valves to shut-off and restore water service per District policy and procedures
- Refill trenches, repair asphalt surfaces; replace and repair concrete curbs, gutters and sidewalks
- Install, repair, replace and maintain fire hydrants within the District

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- Locate and repair water and wastewater leaks in mains and lateral lines; clean around damaged area; remove excess water; shut down and restore service as needed
- As assigned, operate a variety of heavy equipment including trucks, vacuum trucks, skip loaders, backhoe, trenchers, motor graders, dozers, compressors, tapping machines, concrete saws, valve machines, jackhammers, pipe cutters, and a wide variety of other hand, hydraulic and power equipment; and clean and maintain equipment used
- As assigned, perform pipeline welding work; fabricate and repair parts, tools, machinery, equipment and components of other metal structures; make straight butt welds, both by rotating and position methods; cut pipe and weld joints for branch connections and special angles using patters or templates
- As assigned, safely drive tractor/trailer combinations, heavy dump truck, a dump truck with or without loader attachments or a low wheel, or multiple axle piece of equipment
- Respond to questions and complaints from the public regarding repair work and main shutdown
- As assigned, safely operate and rig a tractor/trailer combination with five or more axles with or without a crane; operate heavy construction equipment; operate and rig a flatbed truck with mounted crane; operate a tractor tank trailer and auxiliary equipment
- As assigned, direct and assist in loading, unloading, arranging and lashing heavy loads to ensure proper balance and security; ensure adherence to appropriate weight limitations
- As assigned, inspect truck and equipment prior to driving, maintain truck in a safe operating condition while in the field; regularly check operation of lights, brakes, accessories; ensure adequate fuel and oil supply; keep tires properly inflated; make other similar service checks and report the need for mechanical repair and adjustments
- As assigned, safely drive heavy equipment between job locations and while loading and unloading equipment on and off trucks; operate heavy equipment in excavating trenches, lifting and lowering pipe, backfilling and moving dirt, roll street surfaces and grade small areas as needed; make operating adjustments; may make minor repair to equipment while in the field; and report necessity for major repair work
- As assigned and in coordination with the Customer Service Supervisor, clean, repair, test and adjust various types of water meters and related metering and control instruments in the shop and in the field; may assist other District personnel in the inspection and maintenance of mechanical equipment such as valves and related equipment
- As assigned and under the direction of a System Inspector/Wastewater Treatment Operator, conduct field inspections of various types of commercial and industrial Backflow Prevention Devices; notify customers of test results and needed repairs; track results and re-test as needed; prepare and maintain related records and reports as required by state and local regulations
- As assigned and under the direction of a System Inspector/wastewater Treatment Plant Operator, inspect lift station and wastewater treatment plant, make necessary adjustments to operating equipment; and perform required repairs and preventive maintenance
- As assigned, operate sewer line cleaning vehicles and equipment; clean and service lines; inspect wastewater collection systems; operate video cameral equipment to inspect sewer lines
- As assigned, perform emergency off-hour repair work and stand-by or on-call duties on a scheduled rotating basis

**EXAMPLES OF NON-ESSENTIAL JOB FUNCTIONS:**

- Perform other job-related duties as required

**EMPLOYMENT STANDARDS:**

Any combination of experience, training and/or education to demonstrate the knowledge and ability requirements listed below. Typical ways of acquiring requisite knowledge and abilities are:

**EDUCATION and EXPERIENCE GUIDELINES:**

**Service Worker I:**

Completion of twelfth grade or equivalent and the ability to learn and perform the duties of a Service Worker I. One year of public works related maintenance and construction experience or water service construction and maintenance work is desirable.

*Depending upon job assignment, the following experience may also be required:*

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- Prior experience successfully operating trucks with at least 3 axles and a gross weight of more than 25,000 pounds is desirable
- One year of experience involving the regular operation of a tractor/trailer combination with 5 or more axles with or without a crane
- Six months meter reading experience equivalent to the District's Meter Reader classification
- Prior experience involving the regular operation of a variety of heavy construction equipment including backhoes, straight frame loaders, articulate loaders with side booms, crawler swing-boom cranes, crawler tractors, and motor graders; or successful completion of a recognized apprenticeship program resulting in journey-level status as a heavy equipment operator is desirable

**Service Worker II:**

Completion of twelfth grade or equivalent plus one year of experience equivalent to the District's Service Worker I classification, successful completion of all required on-the-job training and attainment of required licenses and certifications, and upon supervisory certification of proficiency.

*Depending upon job assignment, the following experience may also be required:*

- One year of experience operating trucks with at least 3 axles and a gross weight of more than 25,000 pounds
- Two years of experience involving the regular operation of a tractor/trailer combination with 5 or more axles with or without a crane
- One year of experience involving the regular operation of a variety of heavy construction equipment including backhoes, straight frame loaders, articulate loaders with side booms, crawler swing-boom cranes, crawler tractors, and motor graders; or successful completion of a recognized apprenticeship program resulting in journey-level status as a heavy equipment operator
- Six months meter reading experience equivalent to the District's Meter Reader classification

**KNOWLEDGE REQUIREMENTS:**

**Service Worker I:**

- identification, use and safe operation of standard hand and power tools and equipment used in the construction, maintenance and repair of water pipeline systems
- safe work methods and pertinent safety regulations
- proper English usage in verbal and written form
- use of standard measuring equipment such as a tape rule

*Depending upon assignment a Service Worker I must also know:*

- laws, ordinances and safety regulations governing the operation of heavy-duty trucks, tractor/trailer combinations and auxiliary transportation equipment
- operation, use, limitation and service requirements of a truck-mounted crane on a five or more axle tractor/trailer
- operation requirements of a variety of heavy-duty transportation equipment

**Service Worker II:**

In addition to the knowledge required of a Service Worker I, a Service Worker II must also know:

- principles, practices, equipment, tools, materials and methods used in pipeline installation, maintenance and repair
- safe operation of power equipment including trucks, loaders and related equipment
- safety regulations and procedures related to work performed including proper shoring and barricading methods
- underground pipelines and other utility cables
- sanitation practices related to water distribution pipelines
- traffic safety methods, practices, rules and regulations
- relevant policies, rules and governmental regulations

*Depending upon assignment a Service Worker II must also know:*

- operation, use limitations, and service requirements of a wide variety of heavy-duty transportation equipment
- principles, methods, techniques, materials and equipment used in pipeline welding and metal fabrication work
- operation, work methods and limitations of heavy construction equipment and related safety practices and regulations
- theory, design construction, and performance repair of backflow prevention devices and basic hydraulics
- principles, practices, methods, techniques, tools and equipment used in the installation, testing, maintenance and repair

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- of small to large water meters and back flow prevention devices
- principles and standard terms common to mechanical maintenance work
- principles, methods and techniques for operating and maintaining pumps, valves, electrical and internal combustion motors, computerized and manual control systems
- principles and methods and techniques of advanced welding and fabrication work
- principles, methods, practices and techniques used in chemical, bacteriological, and biological analyses

**ABILITIES REQUIRED:**

**Service Worker I:**

- deal tactfully and courteously with customers and the general public
- follow oral and written instructions and perform routine assignments
- learn the methods, materials, power tools and equipment used in performing semi-skilled work in the installation, repair and maintenance of underground water pipeline systems
- learn and apply safety procedures to work performed
- learn to read meters, pipeline drawings, blueprints, maps and specifications
- respond to off-hours emergency situations as assigned on rotating standby schedule
- operate a vehicle observing legal and defensive driving practices
- work cooperatively as a team member
- establish and maintain effective working relationships
- perform essential duties of the job without causing harm to self or others

*Depending upon assignment a Service Worker I must also be able to:*

- learn and perform basic pipeline welding and metal fabrication
- drive a tractor/trailer with five or more axles and other heavy trucks with complex gear arrangements
- learn to load heavy and awkward equipment and materials with proper load balance and maximum security; and direct the work of others in loading and unloading operations
- learn and operate of truck-mounted crane and/or tanker auxiliary pumping equipment
- learn to and operate winches, blocks, loader attachments and related equipment
- detect and recognize major equipment repairs and/or hazardous operating conditions and take necessary precautions
- learn to safely operate heavy construction equipment
- learn to read survey stakes, elevations and grades
- learn the service requirements of gasoline and diesel engines and heavy construction equipment
- learn the practices, methods, technique, tools and equipment used in the installation, testing, calibration, maintenance and repair of small, medium and large meters
- use power and hand tools, gauges and other equipment to repair and test water meters

**Service Worker II:**

In addition to the abilities required of a Service Worker I, a Service Worker II must also be able to:

- respond to off-hours emergency situations as assigned on rotating standby or leak duty schedule
- safely operate standard and specialized tools and equipment related to work performed
- read meters, pipeline drawings, blueprints, maps and specifications

*Depending upon assignment, a Service Worker II must also be able to:*

- safely perform pipeline advanced welding and metal fabrication work using appropriate methods, techniques and equipment
- drive a tractor/trailer with five or more axles and/or other heavy trucks with complex gear arrangements
- load heavy and awkward equipment and materials with proper load balance and maximum security; direct the work of others in loading and unloading operations
- operate a truck-mounted crane and/or tanker auxiliary pumping equipment
- operate winches, blocks, loader attachments and related equipment
- safely and effectively operate heavy construction equipment, making minor adjustments as needed; reading survey stakes, elevations and grades
- detect and recognize need for major equipment repair and/or hazardous conditions and take necessary precautions
- use power and hand tools, gauges and other equipment or diagnose, repair and calibrate a wide variety of small to large water meters and/or backflow prevention devices
- learn and perform the full range of preventive and corrective repair of wastewater plant treatment facilities, including diagnostic and troubleshooting techniques
- operate sewer line cleaning vehicles and equipment; clean and service lines; inspect wastewater collection systems; operate video camera equipment to inspect sewer lines

**LICENSES/CERTIFICATIONS REQUIRED:**

**Service Worker I:**

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- Possession of a valid class C California Driver's license with a satisfactory driving record; may be required to obtain a valid class B California Driver's license with endorsement for air brakes within six months of assignment
- Possession of a Grade I Water Distribution certificate
- Possession of or ability to obtain a valid public safety CPR certificate
- Possession of or ability to obtain a valid Standard First Aid Certificate

*Depending upon job assignment, a Service Worker I may also be required to possess the following licenses/certifications:*

- Possession of or ability to obtain a valid Class A California Driver's license within six months of assignment. All District employees required to possess a valid Class A driver's license for performance of their duties shall be subject to random drug and alcohol testing pursuant to federal law

**Service Worker II:**

In addition to the licenses and certifications required of a Service Worker I, a Service Worker II is also required to have:

- Possession of certificate of training on hazardous materials awareness

*Depending upon job assignment, a Service Worker II may also be required to have:*

- Possession of a valid Class A California Driver's license and a satisfactory driving record. All District employees required to possess a valid Class A driver's license for performance of their duties shall be subject to random drug and alcohol testing pursuant to federal law
- Possession of or ability to obtain certification as a Backflow Tester from the County of Riverside within six months of assignment
- Possession of or ability to obtain a Grade I Wastewater Treatment Operator certificate within one year of assignment
- Possession of or ability to obtain a certificate of training on handling of hazardous materials

**WORKING CONDITIONS:**

**Environmental Conditions:**

Essential duties of this classification series are performed primarily in a field environment in all weather conditions. Work is regularly performed in water, on uneven and slippery surfaces, below ground, in confined spaces, on ladders and/or scaffolding, around moving vehicles and equipment and on equipment with moving parts and subject to continuous vibration. While performing essential duties the incumbent is regularly exposed to high frequency and constant noise, dust, allergens, chemicals, solvents, fumes, smoke, gases, grease, oil and electrical energy.

**Physical Conditions:**

Essential duties of this classification series require repetitive use of feet and hands to operate vehicles, equipment and tools; to feel the attributes of objects by touch; to verbally exchange ideas and information; to hear to receive verbal detailed information and instruction; to see at arms length to twenty feet with a good field of vision; to maintain body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces; to climb, stoop, kneel, crouch, reach, stand, and walk; to lift and carry objects weighing up to 100 pounds, push objects weighing up to 200 pounds; pull objects weighing up to 150 pounds; and finger dexterity and hand strength to operate and grasp tools and equipment on a daily basis.

**OTHER:**

**FLSA STATUS:** Non - Exempt

**UNIT DESIGNATION:** Construction Trades

**Note:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

**Drafted:** 12/16/2004  
**Edited:** 1/7/2005  
**Edited:** 01/05/2012  
**Final:** 01/17/2012

Pay Range Service Worker I: 9.0

Salary Range Service Worker I: \$24.02 - \$32.18 per hour/ \$4164. - \$5577. per month

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Pay Range Service Worker II: 10.0

Salary Range Service Worker II: \$25.29 - \$33.92 per hour/ \$4383. – 5880. per month

**For job application go to: [www.lhmwd.org](http://www.lhmwd.org)**

**Contact Human Resources for any further questions 951-927-8376**

**Posting closes Friday, September 10, 2021 at 5:00 PM**