

**MAINTENANCE WORKER/METER READER
(Full-Time or Seasonal)**

DEFINITION:

Under direct supervision, does a variety of semi-skilled work in the construction, installation and maintenance of the district's water and wastewater facilities and services; performs meter reading; performs general house and grounds keeping; does related work as required.

DISTINGUISHING CHARACTERISTICS:

This is the entry and basic working level Maintenance Worker/Meter Reader classification of heavy physical labor and other assignments. Incumbents may be employed on a seasonal basis. Incumbents perform the full range of janitorial duties in addition to routine maintenance and repair of buildings, water and wastewater facilities and services.

Work is often performed in an assigned area and may involve working around other District staff and/or the public, depending upon assignment. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive direct instruction or assistance as new or unusual situations arise.

REPORTS TO:

Utility Operations Manager and Field Supervisor.

CLASSIFICATIONS SUPERVISED:

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES: (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the installation, construction, maintenance and repair of water mains, pump stations, service lines, and other water utility components, including valves, and regulators; taps mains.
- Installs, maintains, tests and repairs fire hydrants.
- Activates and deactivates water services.
- Reads water meters.
- Collects water samples (dependent upon certification levels).
- Maintains and makes minor repairs to all District properties

- Assists in excavating for services using hand and/or power tools.
- Sets services saddles on mains and operates tapping equipment.
- Runs services lines, sets meter yoke, meter and meter boxes.
- Learns location of valves, meters and manholes; reads and sets meters.
- Rods and flushes sewer mains.
- Learns to handle chlorine to all safety standards
- Assists in pump and motor repairs and maintenance.
- On-call during off duty periods when directed by the General Manager or designee and generally available to respond to night and weekend emergencies.
- Other related duties as may be required.

DESIREABLE QUALIFICATIONS:

Knowledge of:

- Safe work practices.
- Basic hand and power tools, equipment and materials used in maintenance and construction work.
- Basic facility and ground maintenance techniques and materials.
- Basic principles and procedures of record keeping.
- Modern office practices, methods and computer equipment and applications related to the work.
- Chain of command.
- English usage, spelling, vocabulary, grammar, and punctuation.
- CPUD rules and regulations, the Local 39/CPUD Miscellaneous MOU and the CPUD policies.

Ability to:

- Perform manual labor.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships with the public and CPUD staff.
- Clean and care for an assigned area and equipment.
- Learn and perform a variety of general maintenance and semi-skilled work in the maintenance and repair of District buildings, facilities, and associate equipment.
- Learn to recognize and locate conditions which require maintenance and repair.
- Learn to work on own initiative without close supervision.
- To respond to night and weekend emergencies, upon direction of direct supervisor.
- Efficiently and accurately complete tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationship with those contacted in the course of work.
- Efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication

MINIMUM QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade. (High School Diploma or GED)
- Previous work experience performing heavy physical labor is highly desirable.
- Valid Class "C" California Driver's license with a driving history acceptable to the District.

TOOLS AND EQUIPMENT USED:

May include District trucks, vehicles, trailers, backhoe, loader, excavator, rodding machine, grader, jetter, various snow removal equipment, pneumatic tools, various other hand and power tools, shovels, telephone, or other tools as required by the assignment.

PHYSICAL DEMANDS:

Frequently stand and walk; walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; must be able to maintain stamina during sustained physical activity; finger dexterity and arm-hand steadiness to use a variety of hand and power tools; must be able to reach and lift arms above the shoulder; ability to lift material weighing over 100 pounds with assistance, ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication; ability to wear safety and protective clothing such as hard hats, safety glasses/goggles, ear plugs, respirators, gloves, boots and chemical resistant clothing; use of hand tools, chain saws, and jackhammers.

ENVIRONMENTAL ELEMENTS:

While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near moving mechanical devices. The employee occasionally works in high, precarious, or in confined places and is occasionally exposed to adverse environmental / work conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature and noise extremes, machinery hazards, electric currents, traffic hazards, pathogenic substances or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

PROBATIONARY PERIOD:

Successful applicant shall have a one (1) year probationary period.

WAGES/BENEFITS:

Pay scale and benefits are under the Local 39/CPUD Miscellaneous most current, approved MOU.

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