

**CITY OF HUGHSON
SENIOR UTILITY WORKER**

Added by Resolution No. 2023-48

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specific positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, provides lead direction to the staff engaged in the full range of assigned duties related to the City's water distribution and treatment systems, and the City's Wastewater Treatment Plant Facility. Perform other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The Senior Utility Worker is the advanced journey-level classification in the Utility Worker series. Incumbents perform skilled duties in the operations and maintenance of the water distribution and treatment system, and plant operations and maintenance of the wastewater treatment plant and provide lead direction and training to assigned crews.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Utilities Superintendent and/or higher-level staff. Exercises technical and functional supervision over lower-level utilities staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Provides direction to and performs duties associated with the work crew engaged in operating, monitoring, and maintaining all plant equipment and components, including but not limited to pumps, valves, plumbing, gearboxes, fans, blowers, aerators, and flow controls; reads and interprets meters, gauges, and charts; maintains and upgrades mechanical and electrical systems.
- Supervises and participates in on-site inspections of plant operations making appropriate adjustment to process controls, ensuring that operational problems are identified and corrected; ensures that plants are operating within safety standards established by federal, state, and local laws, ordinances, and regulations.
- Performs skilled wastewater pollution control laboratory testing and analysis; takes samples and coordinates detailed testing with outside laboratories; adheres to quality assurance programs for laboratory analysis and instrumentation; prepares and updates reports, including records and logs in compliance with state and federal mandates for reporting.
- Performs the more difficult tasks involved in maintenance and construction work as directed on the wastewater treatment system and related facilities; maintains plant facilities and grounds in a safe, clean, and orderly condition; loads and unloads equipment and materials.

- Maintains proper operation of well sites and distribution system including cross connection control; maintains complete records of the water system infrastructure; ensures system compliance with all permits and reporting to the California Water Board (water) and California Regional Water Quality Control Board (wastewater) rules, and regulations; Maintains preventative maintenance program.
- Performs more difficult tasks involved in laying and fitting pipelines, making water taps, installing water services, fire hydrants, blow-offs, valves, meters, vaults, boxes, exercise valves, locate and mark services and mains for Underground Service Alert.
- Performs more difficult tasks involved in flushing water mains, and service to maintain potable water, respond to emergencies, repair, and restore system operation, tactfully respond to consumer complaints, prepare consumer confidence report, collect meter readings, collect water samples, and ensure proper sampling and reporting.
- Contacts dig alert before excavation and determines estimates of manpower and supplies needed for completion or work orders.
- Maintains records relating to water system reconstruction and maintenance assignments and as needed; keeps daily job records.
- Assists the Utilities Superintendent with evaluating service and equipment needs and in developing work methods and procedures; assists in prioritizing utility services and scheduling work; assists in the development of plans to meet future service needs.
- Establishes positive working relationships with representatives of community organizations, City management and staff and the public.
- May be subject to after-hours callout, or special assignments during non-business hours.

WORKING CONDITIONS:

Requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 50 pounds or more is also required. This outdoor position works in all weather conditions, including wet, hot, and cold. The incumbent may be exposed to biohazards. The nature of the work also requires climbing ladders and work in confined spaces. The incumbent will also work around high voltage and loud noise. May be exposed to fumes, dust, and air contaminants. The incumbent may be required to respond to after-hour callouts.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Senior Utility Worker. A typical way of obtaining the required qualifications is to possess a high school diploma, or its equivalent, supplemented by related college-level course work, and three years in construction and maintenance in one or more skilled trades, preferably in connection with wastewater systems or public water systems that would be equivalent to one year as a Senior Utility Worker with the City of Hughson.

License/Certificate:

- Possession of, or ability to obtain a valid Class C California driver's license; a Class A or B California driver's license is highly desirable.
- Possession of a Water Distribution 2 (D2) Certificate and a Water Treatment 2 (T2) Certificate, a Grade I Certificate as a Wastewater Treatment Plant Operator from the California Water Board.
- Possession of a Grade II Certificate as a Wastewater Treatment Plant Operator from the California Regional Water Quality Control Board within 12 months of employment. Grade III Certificate as a Wastewater Treatment Plant Operator is highly desirable.

Passing Probation in this position is contingent upon receiving all required certifications in a timely manner.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KASs necessary to perform essential duties of the position.)*

Knowledge of:

Wastewater Treatment; Water distribution and treatment systems maintenance and construction; water utility systems, services, hydrants, meters and valves; materials, tools, meters, fittings and methods of construction and maintenance of water services; pipe laying and fitting; basic principles of mathematics; methods and procedures used in monitoring systems, practices for collection of water samples, disinfection (chlorination) rules and regulations; modern principles, practices and techniques of wastewater treatment plant operations; repair maintenance and adjustment procedures of treatment plant equipment and controls; basic principles, practices and methods of laboratory testing procedures; operational characteristics of the tools used in maintenance of stationary power equipment, pumping systems and electrical systems; general maintenance and repair work; laboratory safety standards and programs applicable Federal, State and local laws, codes and regulations, including OSHA, DHS, and traffic control; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office practices, methods and equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Perform skilled maintenance and operations of a wastewater plant and related facilities; collect a variety of samples for laboratory testing and conduct wastewater testing and analysis; maintain accurate records and prepare comprehensive reports; perform plant operation and maintenance assignments; operation and maintenance, construction, and repair work as assigned, properly handle contaminated materials and equipment, identify potential problems, recommend corrective actions, work in confined spaces, read and interpret engineering drawings, work safely in deep trenches and follow all safety requirements, disassemble water meters, pipes and fittings, clean, repair and disinfect parts, perform heavy manual labor including but not limited to lifting and carrying 50 pounds of

weight, climbing, bending and stooping; work independently or as a part of a team; make sound decisions with established guidelines; analyze a complex issue and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner, communicate clearly and concisely, both orally and in writing, establish and maintain effective working relationships.

Skill to:

Operate an office computer and applicable software; safely and effectively operate a variety of equipment, tools and vehicles used in construction, maintenance, and repair activities and in the in the operation and maintenance of wastewater treatment facilities; read, monitor, and effectively report issues on a SCADA system.