



Ute Water Conservancy District Job Description

| | |
|--------------------------------|-----------------------------------------------------------|
| Job Title: | Utility Maintenance Worker I |
| Job Code: | Distribution/Maintenance Operations |
| Salary Range: | \$27.67 - \$36.32 hourly |
| Department: | Transmission & Distribution |
| Reports To: | Distribution Maintenance or Systems Supervisor |
| FLSA Status: | Non-Exempt |
| Compensation Factor(s): | Education, Training & Experience; Merit System; Seniority |
| Prepared Date: | February 2021 |
| Revised Date: | April 2024 |

SUMMARY

This position reports to the Distribution Maintenance or Systems Supervisor and performs a variety of semi-skilled labor duties in the installation, maintenance, and repair of the District's water distribution system involving use and/or operation of light vehicles, dump truck, machinery, hand and power tools. Position works as part of a team, receives daily work orders, investigates and repairs leaks, operates valves, fire hydrants or meters, completes Lead & Copper Rule tasks, addresses pressure issues and other matters as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performance of duties follows qualitative and quantitative standards established by the District as well as any federal, state, and local regulations.

- Performs distribution maintenance repairs such as water line breaks and leaks, replaces valves and fire hydrants, raises sinking asphalt patches, repairs gravel and cement roadways.
- Relocates and repairs metered services and performs fire hydrant maintenance.
- Works on cathodic protection and pressure regulators.
- Completes new construction tasks such as installation of new water lines, distribution water connections, fire hydrants and new valves. Positions, joins, aligns, and seals pipe sections. Installs new metered services including pits, yokes, and water meters.
- Completes assigned tasks in compliance with the Lead and Copper Rule. This includes, but is not limited to: placing door hangers in upcoming scheduled areas of work; checking both the District and customer sides of the water service for lead lines by potholing along sections of the District's service line; making direct contact with customers to inquire about service lines into the customer's residence; entering into customer's crawl space or similar area to verify pipe material at first connection; accurately and timely completion of forms such as the Service Line Inventory Sheet form and Permit to Entry form for the District's GIS system;

returns to unresponsive customers residence 2-3 times; replace lead service lines in the District's service area; coordinates with contractors on replacement of lead service lines, and may inspect contractor work to ensure proper installation of replacement lines; and works with other departments such as External Affairs, Customer Service, Engineering, and the Water Treatment Plant to educate, update, and inform internal staff of ongoing activities.

- Signals and guides backhoe operator to avoid hitting or cutting underground utilities.
- Prior to the performance of maintenance and construction duties, the I assists in surveying job site, assists in verifying if utility line locates are present and assists in requesting locates if utility locates are not present, may assist with water line locates, and/or sets up appropriate traffic control to ensure public and worker safety. Notifies appropriate personnel and customers when shutting off water.
- Receives and reviews daily work orders. Identifies, prepares, and obtains necessary equipment, tools, materials, and parts needed for each assigned task/project. Reviews maps to locate water lines and valves.
- Effectively operates air compressor, jack hammer, air chisel, boring equipment, cad welder, compactor, tapping machines, hand tools, etc., in repairing leaks, performing road bores, stub outs, line replacement, installing regulators and taps, fire hydrant maintenance and replacement.
- Conducts a thorough safety inspection of all equipment before use. Checks fluid levels.
- Regular or continuous public contact. Interacts respectfully and professionally with other employees and the public.
- Operates a motor vehicle, utility truck, dump truck, forklift and other medium to light weight motorized equipment.
- Demonstrates reliable and consistent job attendance.
- Performs the essential skills listed on pages 3, 4 and 5 of this job description.

GENERAL DUTIES

- General duties may be assigned. Assists in other areas as assigned.
- Management retains the discretion to change the duties of the position at any time.
- Cleans, maintains, and lubricates equipment.
- Cleans shop and yard areas.
- Assists in stocking warehouse and conducting inventory.
- Rotates/cross trains in other departments as needed (i.e., fire hydrants, distribution systems, distribution maintenance, distribution operations, backs up T&D customer service representative, etc.).

MINIMUM QUALIFICATIONS and REASONABLE ACCOMMODATION

To perform this job successfully, an individual must perform all job duties satisfactorily, with or without reasonable accommodation. The requirements detailed within this job description are representative of the knowledge, skills, certificates, licenses, registrations, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. To request an accommodation, please contact the Human Resources Department. You may be asked to provide additional information, including medical documentation, regarding functional limitations and type of accommodation needed.



EDUCATION, EXPERIENCE, CERTIFICATES, LICENSES, and/or REGISTRATIONS

Based on level, the Utility Maintenance Worker matrix of education, experience, certification and/or licensure is as follows. Gray indicates the requirements of the I position.

| Level | Education | Experience | Certification | Licenses |
|-------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| III | High School Diploma or General Education Degree | Four (4) years of related experience in pipeline maintenance, construction, or equipment operation. | A valid Class “III” Water Distribution System Operator certification. | Valid Class “A” Commercial Driver’s License (CDL) with air brakes. |
| II | | Two (2) years of related experience in pipeline maintenance, construction, or equipment operation. | A valid Class “I” Water Distribution System Operator certification. A valid Class “II” Water Distribution System Operator certification or obtains such certification within two (2) years from date of hire into the position. | Valid Class “A” Commercial Driver’s License (CDL) with air brakes. |
| I | | One (1) year of related experience in pipeline maintenance, small equipment operation, or construction. | A valid Class “I” Water Distribution System Operator certification or obtains such certification within two (2) years from date of hire into the position. | Valid Colorado Driver’s License. Complete driver training and obtains a Class “A” Commercial Driver License (CDL) with air brakes within one (1) year from the date of hire into the position. |

Required: Flagger, Trenching & Excavation, Confined Space, Forklift, and CPR/First-Aid training.

Preferred: Class II, III, IV Water Distribution System Operator certification.
Class “A” CDL with air brakes.

Any equivalent combination of certifications, education, or experience that provides the required skills, knowledge, and abilities of the position.



SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

LANGUAGE and COMMUNICATION SKILLS

- Must communicate in English.
- Read, interpret, and apply information from documents such as safety rules, Safety Data Sheets, operating and maintenance instructions, blueprints and plan designs, maps, and utility line locates.
- Write clear and concise reports, document installation activities, maintain parts lists and outage reports.
- Speak effectively and present information to other employees, customers, and supervisors.

COMPUTER SKILLS

- Must be proficient in the use of handheld devices, iPad, computers, and other relevant tools.
- Must be proficient in software programs such as the Microsoft Office suite, Utilisphere, District GIS maps, and other software applications.

MATHEMATICAL SKILLS

- Perform basic math functions including addition, subtraction, multiplication, and division.
- Compute water volume for pipe or tank dimensions.
- Calculate pipe pressures, pipe length, and estimate distances.

REASONING SKILLS

- Interpret maps, blueprints, and plan designs in determining line locations.
- Apply logical understanding to carry out instructions furnished in written, oral and/or diagram form.
- Deal with and solve problems involving several concrete variables in standardized situations.

INTERPERSONAL SKILLS

- Must have excellent interpersonal skills, work successfully with difficult customers, and work as part of a team.
- Verbal and written communication skills are critical to this position.

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.

- Frequently required to stand, walk, use hands and fingers to feel or grasp objects, tools, and parts.
- Reach with hands and arms. Reach with 20lbs in hands.
- Stoop, kneel, crouch, twist, and/or crawl, sit, climb, balance, talk and/or hear for up to eight (8) hours per day.
- Frequently lift and/or move up to 100 pounds with assistance.
- Specific vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and adjusting focus.
- Must perform all physical demands with or without reasonable accommodation.



WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The employee is constantly exposed to outside weather conditions, moving mechanical parts, extreme cold, extreme heat, and vibration.
- Drives in all types of weather conditions and is expected to work in close proximity to traffic.
- Occasionally exposed to high, precarious places, fumes, airborne particles, toxic or caustic chemicals, sewer, gas, and other types of utilities, and risk of electrical shock.
- The noise level in the work environment is usually loud and sometimes very loud.

SAFETY REQUIREMENTS

- Employee follows safe work practices in accordance with industry and District standards.
- Must wear and use personal protective equipment as required.
- Uses gas monitoring device and tests air quality.

HOURS

- This is a non-exempt position.
- Must work a 40-hour work week, work overtime, and respond to emergencies when required.
- Must work on-call shifts as needed.
- Typical work hours are Monday through Friday from 8:00am to 4:30pm.

