



## Ute Water Conservancy District Job Description

<b>Job Title:</b>	Utility Maintenance Worker I
<b>Job Code:</b>	Distribution/Maintenance Operations
<b>Salary Range:</b>	\$28.50 - \$37.41 hourly
<b>Department:</b>	Transmission & Distribution
<b>Reports To:</b>	Distribution Maintenance or Systems Supervisor
<b>FLSA Status:</b>	Non-Exempt
<b>Compensation Factor(s):</b>	Education, Training & Experience; Merit System; Seniority
<b>Prepared Date:</b>	February 2021
<b>Revised Date:</b>	February 2025

### SUMMARY

This position reports to the Distribution Maintenance or Systems Supervisor and is responsible for performing a variety of semi-skilled labor duties in the installation, maintenance, and repair of the District's water distribution system involving use 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, and addresses pressure issues in pursuit of the District's objectives by performing the following duties.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Performance of duties follows standards, policies, and plans established by the District as well as applicable federal, state, and local regulations.

- Responsible for performing a variety of semi-skilled labor duties in the installation, maintenance, and repair of the District's water distribution system involving use 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, and addresses pressure issues.
- 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.
- 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.
- Prior to the performance of maintenance and construction duties, assists in surveying job site by 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 set up appropriate traffic control to ensure public and worker safety. Notifies appropriate personnel and customers when shutting off water.

- Conducts a thorough safety and maintenance inspection of all equipment before use.
- 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.
- Relocates and repairs metered services and performs fire hydrant maintenance.
- Installs new metered services including pits, yokes, and water meters.
- Signals and guides backhoe operator to avoid hitting or cutting underground utilities.
- 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; accurate 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' residences 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 Facility to educate, update, and inform internal employees of ongoing activities.
- 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.
- Regular or continuous public contact is an essential duty of this position. Interacts respectfully and professionally with all District employees, board members, and non-employees such as the public, customers, vendors, contractors, consultants, etc.
- Operates a motor vehicle, 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 shop and yard areas.
- Assists in stocking warehouse and conducting inventory.
- Rotates/cross trains in other departments as needed (i.e., Hydrants, Distribution Systems, Distribution Maintenance, Distribution Operations, backs up T&D Customer Service Representative, etc.).
- Works on cathodic protection and pressure regulators.

### **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 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.	
I		One (1) year of related experience in pipeline maintenance, construction or small equipment operation.	A valid Class “I” Water Distribution System Operator certification, or obtains such certification within two (2) years from date of hire into the position.	

Preferred: Valid State of Colorado Class I-IV Water Distribution System Operator certification(s).  
Valid State of Colorado Class “A” CDL with air brakes endorsement.

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**

- Communicates in English.
- Both written and verbal communication skills are critical to this position.
- Read, interpret, understand, 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.
- Communicates thoroughly and concisely with all District employees, board members, and non-employees.

## **COMPUTER SKILLS**

- Must be proficient in the use of computers and mobile devices, including software such as Microsoft 365 and telecommunications platforms.
- Familiarity with the District's ESRI web mapping platforms including ArcGIS Field Maps.

## **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**

- Uses discretion and tact when interacting with all District employees, board members, and non-employees.
- Applies common sense and sound judgment to perform the job duties and responsibilities.
- Exhibits excellent organizational skills, takes initiative, and efficiently multi-tasks.
- Works methodically and safely under pressure in emergency situations.
- 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.
- Works with many variables to troubleshoot and solve basic to intermediate problems.

## **INTERPERSONAL SKILLS**

- Displays excellent interpersonal skills and maintains rapport with all District employees, board members, and non-employees.
- Works independently and as part of a team in pursuit of the District's objectives, under tight timelines and in a professional manner.

## **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 for eight (8) hours or more per day.

- Regularly required to talk and hear.
- Frequently required to stand, walk, stoop, kneel, bend, crouch, twist, crawl, sit, climb, balance, and work in awkward positions.
- Frequently required to use hands and fingers to feel or grasp objects, tools, and parts. Reach with hands and arms. Reach with 20lbs in hands.
- Frequently climbs into and out of excavations and up and down a ladder.



- Regularly lifts and/or moves up to 50 pounds, and frequently up to 100 pounds with assistance.
- Frequently gets into and out of District vehicles, including utility, and dump trucks.
- 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 for eight (8) hours or more per day.

- This job is performed indoors and outdoors in various weather conditions including extreme heat and extreme cold.
- Position works approximately 95% of the time outdoors and 5% of the time indoors.
- Constantly exposed to moving mechanical parts and vibration.
- Drives in all types of weather conditions and works 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.
- Frequently exposed to wet environments, standing water, and uneven surfaces.
- The noise level in the work environment is usually loud and sometimes very loud.
- Temporary telecommuting arrangements may be approved based on extenuating circumstances such as a pandemic, inclement weather, special projects, business travel, reasonable accommodation, or other reasons at the District's sole and absolute discretion and only when approved by the General Manager in a written remote work agreement.

### **SAFETY REQUIREMENTS**

- This is a safety sensitive position subject to drug and alcohol screening.
- Employees are automatically enrolled and required to participate in the District's emergency communication platform.
- Follows safe work practices according to industry and District standards.
- Wears and uses personal protective equipment as required.
- Uses gas monitoring device and tests air quality.

### **HOURS**

- This is a non-exempt position.
- Typical work hours are Monday through Friday from 8:00am to 4:30pm.
- Must work a 40-hour week and overtime, with or without notice, when workload demand requires it.
- Must work a regular seven (7) day rotational on-call schedule, on-call shifts as needed, and respond to emergencies.
- Requires flexible working hours to work rotating shifts, including early mornings, days, nights, holidays, and weekends, and fills in for absent employees when needed.

