



TAHOE CITY PUBLIC UTILITY DISTRICT

Job Description

Job Title: Utilities Seasonal
Department: Utilities
Supervised By: Utilities Superintendent
FLSA Status: Non-Exempt
Revision Date: March 2021

JOB SUMMARY

To perform a variety of routine and unskilled work in the preventive maintenance, repair, replacement and monitoring of the District's water and wastewater systems.

DISTINGUISHING CHARACTERISTICS

The Utilities Seasonal is the entry-level seasonal classification of the Utilities Operations Specialist series. Incumbents in this classification perform the unskilled and more routine tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Utilities Superintendent; and technical and functional supervision from a Senior Utilities Operations Specialist.

ESSENTIAL FUNCTIONS

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

- Perform a variety of unskilled and routine maintenance on the District's water and wastewater systems; perform related support tasks and manual labor in the accomplishment of assigned projects as necessary.
- Repair and maintain sewer lines, pumping stations, wells, water tanks, water treatment stations, booster stations, odor control stations, fire hydrants and other essential parts of the District's water and wastewater systems.
- Perform maintenance and repair in a variety of weather conditions and under a variety of physical demands in compliance with established safety procedures and practices.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Establish, maintain and foster positive and effective working relationships with co-workers and all others contacted in the performance of assigned duties.
- Utilize appropriate safety procedures and practices for assigned duties.
- Work safely and cooperatively with others.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- May perform plumbing, painting and carpentry and other tasks as necessary in the maintenance and repair of the District's water and wastewater systems.
- May operate a wide range of vehicles, equipment and tools necessary to monitor, maintain and repair the District's water and wastewater systems.
- Perform all other duties as assigned.

EMPLOYMENT STANDARDS

1. Knowledge of:

- Basic methods, tools and equipment utilized in the maintenance and repair of water and wastewater systems.
- Basic principles and practices of water and wastewater system operations.
- Basic mechanical principles and applications.
- Standard and accepted safety procedures applied to water and wastewater systems and operations.
- Modern office practices, methods, and computer equipment, including relevant software applications.
- Principles and practices of customer service.
- Safe work practices.

2. Ability to:

- Learn the occupational hazards, standards and approved water and wastewater maintenance procedures and appropriate safety precautions to protect self and others.
- Apply understanding and common sense to carry out instructions in oral, written or diagram form.
- Function as a productive, effective and positive member of assigned work team(s).
- Operate and maintain standard equipment, tools and vehicles utilized in the performance of assigned duties in a safe and effective manner.
- Operate and use modern office equipment including computers and applicable software.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Understand both oral and written instructions and carry out in a positive manner.
- Establish, maintain and foster positive working relationships with those contacted in the course of work.

EDUCATION AND TRAINING REQUIREMENTS

1. Education and Experience Requirements:

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: Water or wastewater construction or maintenance, plumbing or closely related field experience desirable.

2. Certification & Licensing Requirements:

- Possession of appropriate and valid driver's license and driving record that complies with District policy is required.

ENVIRONMENTAL CONDITIONS

Work is performed in a typical temperature-controlled office environment subject to typical office noise and conditions.

Work is primarily performed in an outdoor field environment with exposure to hot and cold temperatures; inclement weather; solvents and chemicals; water and electricity; and excessive noise.

Work may be performed in confined spaces, or at heights above or below the ground.

PHYSICAL JOB ANALYSIS

Daily Occurrence defined as: RARELY \leq one hour per day; OCCASIONALLY one to three hours per day; FREQUENTLY three to six hours per day; CONTINUOUSLY six to eight hours per day.

1. Gross Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Sitting	Frequently
Standing	Frequently
Walking	Frequently
Walking on uneven terrain	Frequently
Driving	Frequently
Hearing	Continuously
Speaking	Continuously
Seeing	Continuously

2. Job-Specific Body Movement

<u>Activity</u>	<u>Daily Occurrence</u>
Bending at waist	Frequently
Climbing (stairs/ladders/etc.)	Frequently
Crawling	Occasionally
Crouching	Occasionally
Kneeling	Frequently
Pushing (75 lbs.)	Occasionally
Pulling (75 lbs.)	Occasionally
Stooping	Frequently
Working at heights (40) feet above/below ground	Occasionally
Working/Reaching above shoulder level	Occasionally

Working/Reaching below shoulder level	Frequently
Working/Reaching at desk level	Occasionally

3. Lifting

<u>Weight</u>	<u>Daily Occurrence</u>
1 to 10 lbs.	Frequently
11 to 25 lbs.	Frequently
26 to 50 lbs.	Frequently
51 to 75 lbs.	Occasionally
76 to 100 lbs.	Occasionally
Over 100 lbs.	N/A

4. Hand Coordination

<u>Activity</u>	<u>Daily Occurrence</u>
Hand	
Pulling	Frequently
Pushing	Frequently
Fine Manipulation	
Typing/Keyboard	Occasionally
Calculator	Rarely
Writing	Occasionally
Hand tools	Continuously
Equipment (nuts/bolts, etc.)	Continuously
Simple Grasping	
Files	Rarely
Computer mouse	Occasionally
Phone receiver	Occasionally
Power Grip	
Power tools	Continuously
Equipment (shovel, etc.)	Continuously
Arm	
Lateral	Frequently
Rotation	Frequently

5. Height of Objects Reached/ Used

<u>Object</u>	<u>Height</u>
Valves/Drywells	5 – 6 feet
Vactor Controls/Reel	4 feet
TV Van Controls/Camera	4 feet

6. Mental Requirements

<u>Activity</u>	<u>Daily Occurrence</u>
Analyzing	Continuously
Identifying	Continuously
Interpreting	Occasionally
Knowing	Continuously
Observing	Continuously
Problem Solving	Occasionally
Remembering	Continuously
Understanding	Continuously
Explaining	Occasionally

APPROVED BY: Sean Barclay, General Manager