

City of  
**EDMONDS**  
Washington

**WATER MAINTENANCE WORKER**

<b>Department:</b>	Public Works – Water/Sewer	<b>Pay Grade:</b>	<b>G</b>
<b>Bargaining Unit:</b>	Teamsters	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	June 2013	<b>Reports To:</b>	Water/Sewer Manager

**POSITION PURPOSE:** Under general supervision, installs, maintains repairs and upgrades the City water distribution system and related facilities.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs specialized work in the installation, repair and maintenance of the City water and related systems including: City water mains, fire hydrants, valves, meters and others.
- Maintains City grounds including: mowing and trimming grass, pruning shrubs and removing debris when necessary; repairs sidewalks, streets and lawns as necessary following water system work; prepares asphalt for repair work.
- Operates a variety of equipment including: a forklift, vactor truck, dump truck and trailer, loader, backhoe, pipe threading device, jackhammer, air compressor and hand and small power tools in accomplishing work assignments.
- Installs repairs and maintains PRV stations as required.
- Installs new mains, services hydrants and valves as necessary.
- Assists other department personnel with cross connection testing of backflow assembly devices.
- Assists Sewer division with routine or emergency work as necessary; shuts down valves and reroutes water flows as necessary.
- Tests water samples and chlorine samples for water clarity; locates, dispatches and assists street department with routine and emergency situations.
- Assists with the installation of valves, meters, hydrants and related items; removes, installs and maintains pipes, flushes water mains and cleans reservoir as necessary and utilizes appropriate storing and safety equipment.
- Reads maps, plans, specifications and other drawings as required.
- Loads and unloads materials onto trucks; cleans trucks and tools; performs flagging and traffic control on projects as required.
- Communicates with other City departments regarding repairs and maintenance issues.
- Records and logs new information and prepares and maintains a variety of records and reports including GPS water components and mapping.
- Conduct fire line detection checks as required.
- Responds to emergency call-out and performs water watch duties as necessary or directed.

## **JOB DESCRIPTION**

### **Water Maintenance Worker**

#### **Required Knowledge of:**

- Operations, services and activities of a City Public Works Department.
- Standards and techniques used in the operation and maintenance of water systems and related equipment.
- Basic water distribution maintenance and repair.
- Health and safety regulations and procedures.
- Technical aspects of field of specialty.
- Effective oral and written communication principles and practices to include customer service.
- Record keeping and report preparation.
- Modern office procedures, methods, and equipment including computers and computer applications sufficient to accomplish work assignments.
- English usage, spelling, grammar and punctuation.

#### **Required Skill in:**

- Installing, maintaining, preparing and upgrading the water distribution system and related facilities.
- Operating hand and power tools and other equipment used in grounds maintenance.
- Install and replace existing and new meters
- Learning City organization, operations, policies and objectives.
- Observing health and safety regulations and practicing safe work practices.
- Working cooperatively with others and meeting schedules and time lines.
- Reading meters.
- Communicating effectively verbally and in writing including customer service.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

High School Diploma/GED Certificate and two years of experience in water distribution construction and maintenance of water or related systems and components; OR an equivalent combination of education, training and experience

##### **Required Licenses or Certifications:**

Valid State of Washington Driver's License and Class A CDL with air brake and tanker endorsements.

Certification by the State of Washington as a Water Distribution Specialist within 2 years of date of hire.

CPR, First Aid, AED, and Bloodborne Pathogen Cards within 2 years of date of hire.

Flagger Certification within 3 years of date of hire.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

**JOB DESCRIPTION**  
**Water Maintenance Worker**

**WORKING CONDITIONS:**

**Environment:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.

**Physical Abilities:**

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, crouching, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Working over water, working alone and working in remote locations.
- Working in a noisy work area, working in direct sunlight, working in outside temperature extremes and working in dampness.
- Heavy physical labor including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Operating a passenger vehicle, heavy truck, heavy equipment and rotating machinery.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

**Hazards:**

- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Working in and around moving traffic.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings, solvents, oil and ink.
- Working in a cramped or restrictive work chamber.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_