

# **W**ater Distribution Maintenance Worker II

## **Job Description**

### **Southwest Water Authority**

#### **Scope of Work**

The individual in this position will do work activities associated with the maintenance and repair of the Southwest Pipeline Project (SWPP), a regional water delivery system serving municipal, rural and industrial water user entities. The Southwest Water Authority (SWA) is responsible for management, operations, and maintenance of the SWPP. The SWA is a political subdivision led by an elected 15 member Board of Directors.

#### **Essential Functions**

1. Maintains water distribution system including servicing of pumps, motors, valves, generators, and Southwest Pipeline equipment.
2. Assists Distribution Operators with exercising system blow-off valves, air-vacuum valves and in-line valves as scheduled.
3. Assists Distribution Operators with cleaning out and maintaining system reservoirs as scheduled.
4. Assists Maintenance Electrician as necessary to maintain electrical system, telemetry system, and cathodic protection system.
5. Maintains pump stations and operation and maintenance headquarters. Such duties shall include mowing, snow removal, cleaning, painting, and any other associated tasks.
6. Reviews and becomes familiar with project operation and maintenance manuals.
7. Become familiar with Southwest Pipeline Project's adopted safety guidelines and utilize same in workplace.
8. Inspects, where necessary, work of SWPP contractors and other contractors (i.e., oil pipeline, cable tv, telephone) where SWA equipment is involved.
9. Locate SWA equipment and pipelines when necessary for contractors and landowners.
10. Maintain activity log associated with spare part inventory use (i.e., ordering, usage, receipt from supplier).
11. Reads flow meters, adjust pressure reducing valves, and repair flow meters.
12. Seeds right-of-way as requested.
13. Fencing as required for pump stations, reservoir sites, and along pipeline right-of-way.
14. Promotes positive relationships with co-workers, customers, and landowners.
15. Performs rural water hookups for rural customers.
16. Performs other activities as might be required or requested from time to time.
17. Must become familiar with the rules, regulations, and policies of the SWA.
18. Assist Customer Service Representative with meter reading spot checks as deemed necessary.
19. Assist water treatment plant personnel with maintenance as deemed necessary.
20. Take water samples and deliver to health department.
21. Must become familiar with troubleshooting typical electrical problems found in water distribution systems.

22. Maintains required records in applicable written or computer format.

### **Knowledge, Skills, and Abilities**

1. Ability to maintain effective working relationships with a diversified group of people under trying and stressful conditions.
2. Ability to communicate courteously and professionally to reflect a positive image of SWA to its customers and the public.
3. Ability to access and interact with computer control systems.
4. Ability to analyze, evaluate, and recommend sound solutions to problems of routine nature.
5. Ability to research, interpret, explain, and correctly apply policies, rules, regulations, and procedures.
6. Ability to work independently and efficiently.
7. Ability to adjust work schedule to necessary duties.
8. Ability to handle confidential matters.
9. Ability to attain first aid and CPR certification.

### **Typical Physical/Mental/Environmental Demands**

1. Requires extended periods driving a vehicle, working with equipment such as backhoes, trenchers, and skidsteers, and using acetylene and arc welders. Occasionally must lift up to 75 pounds.
2. Requires finger dexterity, hearing, vision, and the ability to do close work.
3. On a daily basis, requires the ability to read, write, compile, and analyze data and reports.
4. On a daily basis, requires the ability to work courteously and firmly with others.
5. Must enter confined space areas such as manholes, vaults, and reservoirs.
6. Must climb towers and reservoirs as necessary.

### **Supervision**

1. The Water Distribution Maintenance Worker II is under immediate supervision of the Chief Water Distribution Operator, and under the general supervision of the Water Distribution Manager. In the absence of, or at the direction of the Chief Water Distribution Operator, the Water Distribution Maintenance Worker II reports to the Assistant Chief Water Distribution Operator for work assignments. The Water Distribution Maintenance Worker II is responsible for carrying out day-to-day duties independently when adequately trained and consults supervisor to determine courses of action with unfamiliar O&M procedures.
2. Completed work is reviewed only from an overall standpoint as to feasibility, compatibility with other work and effectiveness in meeting deadlines, requirements, or expected results, or quality standards.

## **Guidelines**

Guidelines consist of operations, equipment, and safety manuals. Maintenance Worker exercises judgement in selecting applicable procedure and decides varied matters. In situations where guidelines do not apply, the Maintenance Worker will refer questions to the supervisor for assistance.

## **Complexity**

Work consists of duties that involve various related steps, processes, or methods. Actions to be taken or responses to be made differ depending upon the situation involved. Assignments and tasks are usually standardized.

## **Personal Contacts**

Contacts are with co-workers within the SWA, customers, the public, the Board of Directors, employees of other federal, state, and local agencies, contractors, suppliers, and other business interests.

## **Purpose of Contacts**

The purpose of the contacts is to obtain, clarify, give facts, or exchange information directly related to the SWA. Contacts with customers and the public often require exceptional tact and judgement. To ensure compliance with legal and regulatory requirements, the Maintenance Worker must frequently coordinate and effectively deal with supervisors, co-workers, and others.

## **Education and Experience**

1. High school diploma or equivalent.
2. Experience with equipment such as tractors and skidsteers.
3. Must have or be willing to acquire Class A drivers license with the following minimum restrictions: not valid to operate truck-tractor and non-air braked equipped vehicle.
4. Electrical and/or electronic experience very beneficial, but not mandatory.
5. Plumbing experience very beneficial, but not mandatory.
6. Must be willing to learn to troubleshoot and repair problems associated with a multitude of control valves.

## **Knowledge of Equipment**

Skid-Steer Loaders	Vehicles	Backhoes	Telephone
Tractors	Amprobes	Multimeters	
Personal Protective Equipment	Wattmeter	Generators	Calculator
Tampers	Water Pumps	Computers	

### **Nonessential Functions**

1. Typing.
2. Use of calculator, spreadsheets, databases, GIS and any other software required to perform job functions.

### **Location**

This position is headquartered in either Dickinson or a remote satellite office and may require travel throughout the 12 counties included in the distribution system. Employee may be required to travel outside the 12 counties to attend meetings and training sessions required for the position. Employee may be required to locate or relocate as deemed necessary to effectively serve the system.

### **Salary**

This is a full time, non-exempt position with a standard benefit package.

**The statements herein are intended to describe the general nature and level of work being performed by the person assigned to this position. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel as classified.**