



# PALMDALE WATER DISTRICT

A CENTURY OF SERVICE

May 12, 2021

**BOARD OF DIRECTORS**

**AMBERROSE MERINO**

Division 1

**DON WILSON**

Division 2

**GLORIA DIZMANG**

Division 3

**KATHY MAC LAREN-GOMEZ**

Division 4

**VINCENT DINO**

Division 5

**AGENDA FOR A MEETING  
OF THE PERSONNEL COMMITTEE  
OF THE PALMDALE WATER DISTRICT  
TO BE HELD AT 2029 EAST AVENUE Q, PALMDALE  
OR VIA TELECONFERENCE**  
**Committee Members: Kathy Mac Laren-Gomez-Chair, Amberrose Merino**

**FOR THE PUBLIC: VIA TELECONFERENCE ONLY**

**DIAL-IN NUMBER: 571-748-4021 ATTENDEE PIN: 277-067-509#**

**Submit Public Comments at: <https://www.gomeet.com/277-067-509>**

**THURSDAY, MAY 20, 2021**

**10:00 a.m.**

**DENNIS D. LaMOREAUX**

General Manager

**ALESHIRE & WYNDER LLP**

Attorneys

**NOTE:** To comply with the Americans with Disabilities Act, to participate in any Board meeting please contact Dawn Deans at 661-947-4111 x1003 at least 48 hours prior to a Board meeting to inform us of your needs and to determine if accommodation is feasible.

Agenda item materials, as well as materials related to agenda items submitted after distribution of the agenda packets, are available for public review at the District's office located at 2029 East Avenue Q, Palmdale (Government Code Section 54957.5). Please call Dawn Deans at 661-947-4111 x1003 for public review of materials.

**PUBLIC COMMENT GUIDELINES:** The prescribed time limit per speaker is three-minutes. Please refrain from public displays or outbursts such as unsolicited applause, comments, or cheering. Any disruptive activities that substantially interfere with the ability of the District to carry out its meeting will not be permitted, and offenders will be requested to leave the meeting. (PWD Rules and Regulations, Appendix DD, Sec. IV.A.)

Each item on the agenda shall be deemed to include any appropriate motion, resolution, or ordinance to take action on any item.

- 1) Roll call.
- 2) Adoption of agenda.
- 3) Public comments for non-agenda items.
- 4) Action Items: (The public shall have an opportunity to comment on any action item as each item is considered by the Committee prior to action being taken.)



- 4.1) Consideration and possible action on approval of minutes of meeting held April 15, 2021.
- 4.2) Consideration and possible action on a recommendation on updated job descriptions for the Facilities Department. (No Budget Impact – Human Resources Director Emery)
- 5) Reports.
  - 5.1) Human Resources Director Emery:
    - a) Personnel policy effects of COVID-19 event.
- 6) Public comments on closed session agenda matters.
- 7) Closed session under:
  - 7.1) Government Code §54957:
    - a) Public Employee Performance Evaluation: General Legal Counsel.
    - b) Public Employee Performance Evaluation: General Manager.
- 8) Public report of any action taken in closed session.
- 9) Board members' requests for future agenda items.
- 10) Date of next Committee meeting.
- 11) Adjournment.



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DENNIS D. LaMOREAUX,  
General Manager

DDL/dd

**PALMDALE WATER DISTRICT  
BOARD MEMORANDUM**

**DATE:** May 11, 2021 **May 20, 2021**  
**TO:** PERSONNEL COMMITTEE **Personnel Committee Meeting**  
**FROM:** Jennifer Emery, Human Resources Director  
**VIA:** Mr. Dennis D. LaMoreaux, General Manager  
**RE:** ***AGENDA ITEM NO. 4.2 – CONSIDERATION AND POSSIBLE ACTION ON A RECOMMENDATION ON UPDATED JOB DESCRIPTIONS FOR THE FACILITIES DEPARTMENT. (NO BUDGET IMPACT – HUMAN RESOURCES DIRECTOR EMERY)***

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**Recommendation:**

Staff recommends that the Personnel Committee approve the revised job descriptions for the Facilities Department.

**Impact of Taking No Action:**

Our prior job descriptions would remain active.

**Background:**

Every three years the District updates job descriptions to make sure that they list the current essential job functions and requirements for the position.

**Strategic Plan Initiative/Mission Statement:**

This work is part of Strategic Plan Initiative No. 2 – Organizational Excellence. This item directly relates to the District’s Mission Statement.

**Budget:**

There is no effect on budget.

**Supporting Documents:**

Electrician 1-2-3 Job Description  
Facilities Intern Job Description  
Facilities Manager Job Description  
Maintenance Worker 1 – 2 Job Description  
Operations Supervisor – Construction  
Operations Supervisor – Mechanical  
Operations Technician 1-2-3 Job Description  
Service Worker 1-2-3 Job Description

ELECTRICIAN 1  
ELECTRICIAN 2  
ELECTRICIAN 3

FLSA Status: Non-Exempt

DEFINITION

To install, repair and maintain electrical systems and devices, including motors and a variety of motor controls and assist with the hydraulic and mechanical process controls in support of the District's water distribution system and treatment plant operations.

DISTINGUISHING CHARACTERISTICS

Electrician 1 - This is the entry level class in the Electrician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Electrician 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Electrician 2 - This is the journey level class in the Electrician series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

Electrician 3 – this is the advanced journey level class in the Electrical/Electronic Technician series and is distinguished from the 2 level by the assignment of task coordination responsibilities in addition to the duties of levels 1 and 2. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are responsible for timelines, efficient workflow and the implementation of operating procedures and policies within the work unit. Assess and prioritize all work within this unit.

SUPERVISION RECEIVED AND EXERCISED

Electrician 1

Electrician 1/2

- 2 -

Receives immediate task supervision from the Electrical/Electronic Technician 3. Receives general supervision from the Maintenance Supervisor. May receive technical and functional supervision from an Electrician 2.

### Electrician 2

Receives immediate task supervision from the Electrical/Electronic Technician 3. Receives general supervision from the Maintenance Supervisor.

### Electronician 3

Receives immediate supervision from the Maintenance Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Install, maintain, and repair electrical circuits, transformers, switches, lighting fixtures, motor starters, motors, generators, control panels, electrical components of electronic regulatory systems, and high voltage systems and equipment.

Perform troubleshooting and diagnostic work on problems related to electrical systems and equipment; conduct repairs, recommend replacement of equipment, or referral to outside electrical contractors.

Perform inspections and perform periodic preventive maintenance on electrical systems and equipment; make recommendations for necessary repairs.

Install, test and maintain components and equipment including analyzers, and switchgear.

Install above ground and below ground conduit and pull wire for motors, control panels, lighting fixtures, and outlets.

Read, interpret, and update electrical and electronic system drawings of District facilities; prepare, revise, and maintain as built and shop drawings of electrical installations.

Estimate labor, materials and materials necessary to perform assignments.

Inspect the work of electrical contractors for compliance with contract documents involving electrical and electronic systems.

Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.

Electrician 1/2

- 3 -

Install, maintain and repair HVAC systems.

Assist in the engineering, design and approval of electrical systems for new and existing facilities.

Keep and maintain accurate logs and records of work performed or recommended; prepare required reports.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Electrician 1

##### Knowledge of:

Electrical theory and practices.

Operational characteristics of electrical equipment and systems.

Tools, equipment, and materials used in the electric trade.

##### Ability to:

Install, repair, and maintain electrical systems and devices, including motors and a variety of motor controls.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Learn to troubleshoot and diagnose problems related to problems with electrical systems and equipment.

Learn pertinent local, State, and Federal laws, rules and regulations related to electrical system installation, repair, and maintenance.

Read and interpret wiring schematics, mechanical drawings and specifications.

Keep and maintain logs and records of work activities; prepare required reports.

Work assigned shift schedules; be available for after-hours or call back emergencies.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

One year of electrical experience with emphasis on electrical installation, maintenance, and repair experience.

#### Training:

GED or high school diploma supplemented by industrial or vocational training in electrical theory or practices.

### License and Certificate

Possession of a valid California Driver's License.

Possession of a Distribution Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 1 Certificate as issued by the State of California Department of Public Health is desired.

Possession of a Certified General Electrician license as issued by the State of California Department of Industrial Relations.

### Electrician 2

In addition to the qualifications for the Electrician 1:

Knowledge of:

Operational characteristics, services, and activities of electrical installation, maintenance and repair.

Methods and techniques of installation, maintenance, and repair of low and high voltage electrical circuit and distribution systems.

Methods and techniques of troubleshooting and diagnosing problems related to electrical systems and equipment.

Pertinent local, State, and Federal Pertinent laws, rules and regulations related to electrical installation and maintenance.

Ability to:

Independently install, repair, and maintain electrical systems and devices, including motors and a variety of motor controls.

Assist in the engineering, design and approval of electrical systems for new and existing facilities.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible journey experience performing duties similar to an Electrician 1 with the Palmdale Water District.

Training:

High school diploma or GED supplemented by industrial or vocational course work in electrical installation, repair, and maintenance.

License and Certificate

Possession of, or ability to obtain, a valid California driver's license.



## Electrician 1/2

- 6 -

Possession of a Distribution Operator Grade 3 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

Possession of a Certified General Electrician license as issued by the State of California Department of Industrial Relations.

## Electrician 3

In addition to the qualifications for the Electrician 2:

### Knowledge of:

Principles and practices of technical and functional supervision and training, including safety practices and related record-keeping.

Pertinent water utility industry standards and regulations.

Pertinent consumer information rights related to the California Emergency Planning and Community Right-to-Know Act (EPCRA).

Methods, techniques, tools and equipment, materials, best practices in the maintenance and repair of electrical and electronic systems relating to a water service distribution system.

Computer usage applications such as word processing and spreadsheet programs to complete required reports related to work activities.

### Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

Perform the most complex duties related to the electrical or electronic systems of a water distribution systems.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and interpret technical and numerical information observe and problem solve operational and technical policies and procedures; identify and locate site locations, interpret work orders, remember equipment locations and explain job to others.

Read and understand distribution system maps and related blueprints, drawings and sketches.

Exercise resourcefulness in the field and work without immediate supervision.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Five years of responsible journey experience performing duties similar to an Electrician 2 or Electronic Technician 2 with the Palmdale Water District.

#### Training:

Associates Degree in electronics or related field.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of or ability to obtain within one year, a Distribution Operator Grade 3 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health is desired.

Possession of a Certified General Electrician license as issued by the State of California Department of Industrial Relations.

## PHYSICAL REQUIREMENTS

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Electrician 1/2

- 8 -

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

FACILITIES INTERN

FLSA Status: Non-Exempt

DEFINITION

To perform semi-skilled work in the construction, installation, building maintenance, and repair of a water service distribution system; and to perform a variety of customer service duties in the field.

DISTINGUISHING CHARACTERISTICS

This is the entry level position in the Service Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate supervision from the Facilities Manager; receives technical and functional supervision from an assigned Service Worker II.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Install, maintain, and repair components of a water service distribution system, including valves and a variety of meters, gauges, and flow monitoring devices.

Perform a variety of maintenance and construction tasks.

Inspect water tanks and wells and surrounding areas for vandalism and water supply security problems; report to supervisor, as appropriate.

Operate, maintain, repair and paint air operated vacuum valves and fire hydrants.

Perform building and grounds maintenance, as assigned.

Clean work vehicles; stock vehicles with parts and materials according to service order needs.

Perform maintenance and repair of angle stops.

Respond as needed to customer concerns in the field or refer to other District staff as appropriate.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### EDUCATIONAL OPPORTUNITY

The intern position will provide the following educational experiences:

#### Knowledge of:

Basic construction methods, materials, and equipment.

Basic building and grounds maintenance techniques and methods.

#### Ability to:

Construct, install, maintain, and repair components of a water service distribution system.

Know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Use various hand and power tools and equipment, including digging bar, push broom and drills.

Read and understand distribution system maps and related drawings.

Complete required reports and daily logs related to work activities.

Perform building and grounds maintenance work.

Perform heavy manual labor and work in traffic situations.

Work outdoors in a variety of weather conditions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Ability to intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

REQUIREMENTS:

Must be enrolled in college courses, a return to work program or participant in high school internship program.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Ability to obtain a Water Treatment Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Ability to obtain a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board is desired.

PHYSICAL REQUIREMENTS

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Service Worker Intern

- 4 -

FACILITIES MANAGER

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and review the activities and operations of the Facilities Department including construction operations and maintenance activities; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the General Manager/CEO and Assistant General Manager/COO.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the General Manager/CEO and Assistant General Manager/COO.

Exercises direct supervision over assigned staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures. Provides vision for the Facilities Department.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Board of Directors, General Manager/CEO, and Assistant General Manager/COO; prepare and present staff reports and other necessary correspondence.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Facilities Department budget; direct the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the department.



## Facilities Manager

- 2 -

Provide oversight to maintenance and construction activities, including pump repair/maintenance; various vehicle and motor equipment repair/maintenance, and installation and maintenance of electronic and electrical systems.

Coordinate and oversee work schedules in construction and maintenance activities of the Facilities Department as related to testing, maintenance and repair work.

Participate in review of distribution and well development system design, changes and improvements.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of water utility distribution and operational systems.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Ability to:

Plan, direct and control the administration and operations of the Facilities Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight up to 20 pounds.

Prepare and administer department budgets.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and apply District and department policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Ten years of increasingly responsible experience in water utility construction, motors, pumps and mechanical maintenance, including five years of administrative and management responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in civil engineering, environmental studies, resource management or a related field.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License.

Possession of a valid California Class "A" Driver's License.

Possession of a Service Truck Crane 10,000 Lb. capacity Certification is required.

Possession of a Distribution Operator Grade 5 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 3 Certificate as issued by the State of California Department of Public Health is highly desired.

PHYSICAL REQUIREMENTS

Intermittently, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 35 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

Facilities Manager

- 5 -

MAINTENANCE WORKER 1  
MAINTENANCE WORKER 2

FLSA Status: Non-Exempt

DEFINITION

To perform semi-skilled work in the general repair and maintenance of well sites, shop facility, and other District buildings; and to perform landscape and grounds maintenance work.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker 1 - This is the entry level class in the Maintenance Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Maintenance Worker 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Maintenance Worker 2 - This is the journey level class in the Maintenance Worker series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

SUPERVISION RECEIVED AND EXERCISED

Maintenance Worker 1

Receives immediate task supervision from the Mechanical Lead. Receives general supervision from the Maintenance Supervisor.

Maintenance Worker 2

Receives immediate task supervision from the Mechanical Lead. Receives general supervision from the Maintenance Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

## Maintenance Worker 1/2

- 2 -

Perform a variety of general maintenance and repair work involving carpentry, plumbing, painting, roofing, and cement work.

Paint buildings, equipment and piping; change locks; install/replace doors and security screens/fences; remove graffiti.

Install and replace lighting bulbs in buildings, facility yards, and remote sites to ensure safety and security.

Service evaporative coolers; perform plumbing repairs; repair roofs; build forms and mix and pour concrete.

Responsible for the maintenance of vehicles – stocking, washing, etc.

Assist in cleaning up work sites; ensure proper disposal of hazardous materials, and assist in well disinfection, as necessary.

Perform grounds maintenance and general landscaping work.

Transport and pickup of materials and supplies to work sites for use by other District staff.

Keep and maintain records related to work activities.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Maintenance Worker 1

##### Knowledge of:

Basic techniques and methods of building and grounds maintenance work.

Basic use of computer applications to enter and retrieve data.

##### Ability to:

Perform semi-skilled work in the repair and maintenance of buildings and perform landscape and grounds maintenance work.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing repair/maintenance activities; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Use various hand and power tools and equipment.

Learn to operate a variety of mechanized equipment such as backhoes, forklifts, small cranes, and other related equipment.

Learn to use basic welding techniques.

Learn to use a computer to complete required reports related to work activities.

Perform building and grounds maintenance work.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

One year of general repair and maintenance construction experience including carpentry and plumbing work is desirable.

Training:

Equivalent to high school diploma/GED.

License and Certificate

Possession of, or ability to obtain, a valid California Driver's License and ability to obtain a class A driver's license within six months.

Possession of, or ability to obtain, a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Maintenance Worker 2

In addition to the qualifications for the Maintenance Worker 1:

Knowledge of:

Practices, procedures, techniques and methods of building and grounds maintenance work.

Operational characteristics of construction equipment and materials.

Safety practices and procedures related to construction repair and maintenance work.

Ability to:

Independently perform semi-skilled work in the repair and maintenance of buildings and perform landscaping and grounds maintenance.

Operate a variety of mechanized equipment such as backhoes, forklifts, small cranes, and other related equipment.

Perform minor repair and maintenance of various pumps and motors.

Use basic welding techniques.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:



Experience:

Three years of responsible journey experience performing utility construction duties similar to a Maintenance Worker 1 with the Palmdale Water District.

Training:

Equivalent to high school diploma/GED.

License and Certificate

Possession of a valid California Class A Driver's License.

Possession of a Service Truck Crane 10,000 Lb. capacity Certification is required.

Possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

PHYSICAL REQUIREMENTS

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

OPERATIONS SUPERVISOR - CONSTRUCTION

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and supervise construction, installation, maintenance, and repair of water service distribution system operations within the Facilities Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Facilities Manager.

Exercises direct supervision over assigned construction and staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for construction, installation, maintenance, and repair of a water distribution system; implement policies and procedures.

The Construction Supervisor is responsible for ensuring Title 17, 22, and AWWA standards are upheld.

Plan, prioritize, assign, supervise and review the work of staff involved in construction, installation, maintenance, and repair of a water distribution system.

Plan, prioritize, and track the work of staff involved in the meter maintenance program.

Establish and maintain systems related to assigned technical areas of responsibility; monitor area activities and report progress as required.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Develop, coordinate, and implement program activities in technical areas related to department or division activities.

Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.

## Operations Supervisor - Construction

- 2 -

Ensure availability of materials and equipment, and schedule temporary repairs and full repair work.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for materials, equipment and supplies; monitor and control expenditure.

Participate in the selection and training of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Coordinate with Engineering Department and inspectors regarding scheduled construction work; coordinate with other utilities and agencies about scheduled work and/or field site problems and issues.

Prepare written estimates for property owners regarding cost of new services, fire hydrants, and service up-grades.

Ensure proper and safe repair of water leaks, new service installation, and maintenance of adequate water pressure throughout the system.

Ensure proper USAs with all agencies. Acquire after hour contacts and coordination.

Respond to routine and emergency line breaks or leaks, including re-assigning field crews and ensuring availability of adequate supplies, materials, and equipment; provide temporary repairs and schedule full repair work.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of field construction and maintenance work related to a water service distribution system.

Equipment, tools and materials used in construction, installation, repair, and maintenance of a water service distribution system.

Principles and practices of supervision, training and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

Ability to:

Organize, implement and direct construction, installation, maintenance, and repair of water service distribution system operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Interpret and explain pertinent water system construction, installation, repair, and maintenance practices and department policies and procedures.

Read blueprints and coordinate water system construction.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.

Work outdoors in a variety of weather conditions; be available for call back.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Operations Supervisor - Construction

- 4 -

Seven years of increasingly responsible experience in construction, installation, maintenance, and repair of a water system distribution system; including three years providing technical and functional supervision over assigned personnel.

Training:

Equivalent to Associates Degree in construction, business, or a related field.

License and Certificate

Possession of a valid California Class A Driver's License.

Possession of a Distribution Operator Grade 4 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

PHYSICAL REQUIREMENTS

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 60 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.



OPERATIONS SUPERVISOR - MECHANICAL

FLSA Status: Exempt

DEFINITION

To plan, organize, direct and supervise water distribution system operations, motor equipment repair and maintenance, and installation and maintenance of electronic and electrical systems within the Facilities Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Facilities Manager.

Exercises direct supervision over Districts Electrical, Mechanical and Fleet Teams.

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EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for maintenance work including motor equipment repair/maintenance, and electronic and electrical systems; implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff involved in motor equipment repair/maintenance, and electrical systems.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, and services; monitor and control expenditure.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Oversee daily operation of water pumping and storage operations, including functioning of pumps, motors, and proper field disinfection of the distribution system.

Review daily production reports; make decisions regarding availability of water to meet immediate production demands; shift water sources as needed to meet demand.

Oversee and/or prepare various assigned preventive maintenance schedules; maintain related records.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of mechanized/automated water treatment and distribution systems.

General knowledge of electrical systems and automated control systems.

Current and emerging water issues and regulations.

Principles of supervision, training and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

Organize, implement and direct repair/maintenance of a variety of mechanical, electrical equipment.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures; explain regulations, policies, and procedures.

Interpret and explain pertinent District and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train and evaluate assigned staff.



Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Seven years of increasingly responsible experience in in the repair, maintenance and operation of pumps, wells, reservoirs and automatic control systems, including three years providing technical and functional supervision over assigned personnel.

#### Training:

Equivalent to Associates Degree in construction, business, mechanics or a related field.

### License and Certificate

Possession of, or ability to obtain, a valid Class A California Driver's License.

Possession of a Service Truck Crane 10,000 Lb. Capacity Certification is required.

Possession of a Distribution Operator Grade 4 Certificate as issued by the State of California Department of Public Health.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State of California Department of Public Health.

## PHYSICAL REQUIREMENTS

Operations Supervisor - Mechanical

- 4 -

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 60 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

PALMDALE WATER DISTRICT

OPERATIONS TECHNICIAN 1  
OPERATIONS TECHNICIAN 2  
OPERATIONS TECHNICIAN 3 (LEAD MECHANICAL AND FLEET)

FLSA Status: Non-Exempt

DEFINITION

Individuals within the Operations Technician series can expect to perform semi-skilled and skilled duties related to the construction, repair, maintenance and operations of District water facilities, equipment and fleet.

The performance of this team is essential to providing quick and efficient response to ensure reliability in water delivery and therefore must be available for call back. District employees are expected to work overtime, weekends, evenings and holidays as required to accommodate the District needs, in addition to responding as a Disaster Services Emergency Worker.

Mechanical Team:

The Mechanical Team has the primary responsibility for the installation, maintenance, and repair of, but not limited to wells, boosters, tanks/reservoirs, generators/engines, welding and fabrication, buildings and grounds, control valves, HVAC, PRV's, and Hypo-generation. The Operations Technician Mechanical team is responsible for the hydraulic and mechanical process controls, in support of the District's water distribution system and treatment plant operations, along with ensuring that Title 17, 22, and AWWA standards are upheld. Other duties assigned, but once again not limited to are the maintenance, repair, operation, construction, and inspection tasks, in connection with operating and maintaining the facilities and equipment, associated with the District's Treatment Plant, Little Rock Dam, and Lake Palmdale. Staff is also responsible for being on call and for the pump run on weekends and holidays.

Fleet Team:

The Fleet Team has primary responsibility for the maintenance and repair of, but not limited to the fleet, heavy equipment, small equipment, mobile generators, and welding and fabrication.

Note: Staff from each team can work with the other team when additional help is needed.

DISTINGUISHING CHARACTERISTICS

Operations Technician 1 - This is the entry level class in the Operations Technician series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Operations Technician 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Operations Technician 2 - This is the journey level class in the Operation Technician series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

Operations Technician 3 – This is the advanced journey level class in the Operation Technician series and is distinguished from the 2 level by the assignment of task coordination responsibilities in addition to the duties of levels 1 and 2. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are responsible for timelines, efficient workflow and the implementation of operating procedures and policies within the work unit. Must assess and prioritize all work within their respective units.

#### SUPERVISION RECEIVED AND EXERCISED

##### Operations Technician 1

Receives immediate task supervision from the Operations Technician 3; may receive technical and functional supervision from an Operations Technician 2, as appropriate. Receives general supervision from the Operations Supervisor – Maintenance.

##### Operations Technician 2

Receives immediate task supervision from the Operation Technician 3. Receives general supervision from the Operations Supervisor – Maintenance.

##### Operations Technician 3

Receives immediate supervision from the Operations Supervisor - Maintenance.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Mechanical Team - Duties may include, but are not limited to, the following:

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Perform preventive maintenance and priority repair on a variety of treatment/distribution mechanical equipment.

Inspect and monitor well sites, reservoirs, and tanks; check pumps/pump structures and motor operations and make adjustments/repairs as needed; check well levels and measure tank and reservoir levels, including collection of water production and related data.

Perform a variety of preventive maintenance on pump engines, gas engines, generators and equipment; perform maintenance and repair related to a variety of water distribution/treatment facilities and systems, and pump buildings.

Transport and install temporary generators as needed due to electrical power outages; shut down wells as necessary according to District procedures.

Keep and maintain computerized and written work-related records.

Inspect, repair, maintain, and test various pumps, motors, and engines used in water treatment processes and distribution systems; remove such equipment as needed from site; re-install and follow procedures for disinfection/safety to the District's water supply. Assists in servicing, maintaining, troubleshooting, and repairing varied and complex plant equipment and structures.

Plan and/or perform rigging and crane operations for moving and/or placing heavy machinery or equipment. Operate a variety of construction equipment, compressors, hand and power tools in a safe and effective manner.

Perform welding and fabrication work.

Maintain accurate and regular records of work performed with detailed task reports, as-builds and documentation.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Intermittently, walk, stand, kneel climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds.

Work outdoors in a variety of weather conditions.

Primary responsibility for the repair and maintenance of vehicles, heavy equipment, small equipment, mobile generators and fabrication.

Fleet Team - Duties may include, but are not limited to, the following:

Perform preventive maintenance and priority repair on a variety of automotive and construction equipment.

Inspect and diagnose problems with automobiles, light and heavy trucks, construction vehicles and other mechanical equipment; determine needed repairs, estimate time, materials, and equipment needed to perform the work.

Repair, clean, adjust, and install fuel, ignition, electrical, electronic, steering, suspension, cooling, braking, hydraulic, air conditioning, signaling and other systems.

Maintain, adjust, and repair transmission; road test vehicles/construction equipment for performance and safety; install, adjust, and balance tires; install, adjust and maintain smog devices, headlamps, and brakes to meet State-mandated inspection requirements.

### MINIMUM QUALIFICATIONS

### MINIMUM QUALIFICATIONS

#### Operations Technician 1

##### Knowledge of:

Practices, methods, techniques, and tools/equipment used in the installation, service, maintenance, repair and adjustment of mechanical equipment-, gas- and diesel-powered equipment, including automobiles, light/heavy trucks, mechanical pumps, motors, engines, and construction equipment.

Machine shop procedures and practices.

Electrical best practices.

Basic practices relating to buildings and grounds maintenance techniques and methods.

Basic computer usage to enter and retrieve data and maintain records.

Safe work practices.

Ability to:

Perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, and related water facilities.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports or driving vehicles or equipment; bend, squat, climb, kneel and twist when performing installation, maintenance or repair activities; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Learn to diagnose and troubleshoot operating problems on pumps, electric motors, engines, valves, automatic controls systems, vehicles, and related equipment.

Learn operational characteristics of hydraulic systems and treatment plant equipment; learn to use various chemicals and disinfecting agents in the field.

Learn and understand the treatment plant process and characteristics to aid in maintenance and repairs.

Learn to use welding equipment to perform repairs and fabricate parts.

Learn to operate a variety of mechanized equipment such as forklifts, backhoes, loaders, cranes, and heavy equipment and trailers.

Disassemble and reassemble pumps, motors, and valves.

Use hand and power tools and equipment.

Read and interpret pump charts, reservoir charts, gauges, shop drawings and plans; prepare rough sketches as needed.

Perform arithmetical calculations to determine chlorine dosages, reservoir volumes, well production, and related data.

Keep and maintain records related to work activities, including well sounding, production, flows and volume, available capacity of storage tanks and reservoirs, and chemical usage.

Learn to use computer applications such as word processing and spreadsheet programs to complete required reports related to work activities.

Work outdoors in a variety of weather conditions.

Perform building and grounds maintenance work.

Work assigned shift schedules; be available for after-hours or call back emergencies.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

##### Experience:

One year of responsible experience repairing and maintaining pumps, motors, and engines.

One year of semi-skilled work in mechanical repair, installation, or maintenance of automotive equipment and various pumps, motors, and engines.

##### Training:

Equivalent to high school diploma/GED.

#### License and Certificate

Possession of, or ability to obtain within one year, a valid California Driver's License Class A.

Possession of, or ability to obtain within one year, a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board.



Possession of, or ability to obtain within one year, a valid California Driver's License Class A.

Possession of, or ability to obtain within one year, a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

Possession of a Water Treatment Operator Grade 1 Certificate as issued by the State Water Resources Control Board is desired.

### Operations Technician 2

In addition to the qualifications for the Operations Technician 1:

#### Knowledge of:

Motors, pumps, compressors, electrical panels, automatic controls, valves, and timers used in operating and controlling a water distribution system.

Methods and techniques of troubleshooting and diagnosing mechanical equipment problems.

Operational characteristics of hydraulic systems and treatment plant processes.

#### Ability to:

Independently perform semi-skilled work in the installation, maintenance, and repair of pumps, engines, motors, automotive, heavy/light construction vehicles, equipment, buildings, grounds, landscaping, and related water facilities.

Operate a variety of mechanized equipment including, but not limited to, backhoes, forklifts, cranes, loaders, skid steers, sprayers, and heavy equipment and trailers.

Weld and fit watertight pipelines and assemblies.

Keep records and make reports; use a personal computer to enter and retrieve data; track work status and communicate electronically.

Communicate clearly and concisely, both orally and in writing.

Exercise resourcefulness in the field and work without immediate supervision.

#### Fleet Team additional requirements:

Weld and fabricate various types of water related tools and framework for fleet equipment.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Three years of responsible journey experience performing pump and motor repair duties an Operations Technician 1 with the Palmdale Water District.

#### Training:

Equivalent to high school diploma/GED.

Adequate training which ensures the ability to weld and fit watertight pipelines and assemblies.

Completed and passed 40 hour beginning/intermediate Arc Welding Course

### License and Certificate

Possession of, or ability to obtain, a valid California Driver's License Class A.

Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board is required.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board is required.

Possession of a Service Truck Crane 10,000 Lb. Capacity Certification is required.

### Fleet Team Additional Certification

Possession of certification from the National Institute for Automotive Service Excellence (ASE) is desired.

### Operations Technician 3

In addition to the qualifications for the Operations Technician 2:

#### Knowledge of:

Principles and practices of technical and functional supervision and training, including safety practices and related record-keeping.

Pertinent water utility industry standards and regulations.

Pertinent consumer information rights related to the California Emergency Planning and Community Right-to-Know Act (EPCRA)

Methods, techniques, tools and equipment and materials used in construction, installation, maintenance, and repair of components for a water service distribution system.

Computer usage applications such as word processing and spreadsheet programs to complete required reports related to work activities.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

Perform the most complex duties related to the construction, installation, maintenance, and repair of a water service distribution system.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and interpret technical and numerical information observe and problem solve operational and technical policies and procedures; identify and locate site locations, interpret work orders, remember equipment locations and explain job to others.

Use pipe fitting and welding equipment, including fabrication of parts as necessary.

Read and understand distribution system maps and related blueprints, drawings, and sketches.

Exercise resourcefulness in the field and work without immediate supervision.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of responsible journey experience performing duties similar to an Operations Technician 2 with the Palmdale Water District.

Training:

Equivalent to high school diploma/GED. Additional college level courses on leadership/management.

Adequate training which ensures the ability to weld and fit watertight pipelines and assemblies.

Completed and passed 40 hour beginning/intermediate Arc Welding Course

License and Certificate

Possession a valid California Driver's License Class A.

Possession of or ability to obtain within one year, a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board is required.

Possession of or ability to obtain within one year, a Water Treatment Operator Grade 3 Certificate as issued by the State Water Resources Control Board is required.

Possession of a Service Truck Crane 10,000 Lb. Capacity Certification is required.

Fleet Team Additional Certification

Possession of certification from the National Institute for Automotive Service Excellence (ASE) is desired.

**PHYSICAL REQUIREMENTS**

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 50 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

PALMDALE WATER DISTRICT

SERVICE WORKER 1  
SERVICE WORKER 2  
SERVICE WORKER 3 - FOREMAN - FOREMAN

FLSA Status: Non-Exempt

DEFINITION

To perform semi-skilled work in the construction, installation, maintenance, and repair of a water service distribution system; and to perform a variety of customer service duties in the field.

DISTINGUISHING CHARACTERISTICS

Service Worker 1 - This is the entry level class in the Service Worker series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Service Worker 1 class is distinguished from the 2 level by the performance of less than the full range of duties assigned to the 2 level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Service Worker 2 - This is the journey level class in the Service Worker series and is distinguished from the 1 level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the 1 level.

Service Worker 3 - Foreman - Foreman - This is the advanced journey level in the Service Worker series and is distinguished from the 2 level by the assignment of task coordination responsibilities in addition to the duties of levels 1 and 2. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are responsible for the implementation of operating procedures and policies within the work unit.

SUPERVISION RECEIVED AND EXERCISED

Service Worker 1

Receives immediate task supervision from the Senior Service Worker 3 - Foreman; receives technical and functional supervision from an assigned Senior Worker 2. Receives general supervision from the Construction Supervisor.

Service Worker 1/2/3

- 2 -

### Service Worker 2

Receives task supervision from the Service Worker 3 - Foreman. Receives general supervision from the Construction Supervisor.

### Service Worker 3 - Foreman

Receives general supervision from the Construction Supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Locate and repair mainline leaks, flush system, exercise valves, install or replace fire hydrants, meters, air vac's and make all other necessary distribution system repairs and maintenance, to provide safe drinking water and designed water pressures.

Install new or replace existing water mainline ductile iron, CMLC or PVC pipe.

Set up and work traffic control related to water service assignments.

Perform masonry tasks such as building forms, mixing, pouring and finishing concrete structures; patch asphalt pavement as needed for temporary use.

Inspect water tanks and wells and surrounding areas for vandalism and water supply security problems; repair security breaches as necessary or report to supervisor, as appropriate.

Perform a variety of watertight welding and fabrication tasks as needed.

Install new or repair existing copper pipe water services.

Maintain and repair treatment plant infrastructure.

Service Worker 2/3 - Foreman - disinfect and pressure test lines, flush and clear lines to provide water clarity and sufficient water pressure.

Inspect and maintain all facilities at Littlerock Dam, The Ditch and Lake Palmdale.

Perform building and grounds maintenance, as assigned.

Clean work vehicles; stock vehicles with parts and materials according to service order needs.

Service Worker 1/2/3

- 3 -

Respond as needed to customer concerns in the field or refer to other District staff as appropriate.

Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Perform related duties as assigned.

Work outdoors in a variety of weather conditions.

Service Worker 3 - Foreman specialized job duties:

Plan, prioritize, and review the work of staff assigned to perform a variety of duties in the construction, installation, maintenance, and repair of a water service distribution system.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training; work with employees to correct deficiencies.

Ensure Underground Service Alert System areas (USA) are marked on maps prior to allowing work to begin; coordinate with other public service agencies and/or jurisdictions.

Respond to customer concerns in the field to other District staff, as appropriate.

Perform the most difficult work related to construction, installation, maintenance, and repair of a water distribution system, including assessment and determination of safe and effective methods of accomplishing the work.

MINIMUM QUALIFICATIONS

Service Worker 1

Knowledge of:

Basic construction methods, materials, and equipment.



Basic building and grounds maintenance techniques and methods.

Ability to:

Construct, install, maintain, and repair components of a water service distribution system.

On a continuous basis, know and understand operations, and observe safety rules; intermittently analyze problem equipment; identify and locate equipment; interpret work orders; remember equipment location; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing installation of equipment; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight up to 50 pounds.

Use various hand and power tools and equipment, including digging bar, push broom and drills.

Learn to operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water tankers.

Learn to operate a forklift, small crane, and related field construction equipment such as an air compressor and jack hammer.

Learn to use pipe fitting and welding equipment.

Learn to read and understand distribution system maps and related drawings.

Learn to complete required reports related to work activities.

Perform building and grounds maintenance work.

Perform heavy manual labor and work in traffic situations.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

One year of water utility field experience is desirable.

Training:

Equivalent to high school diploma/GED.

License and Certificate

Possession of, or ability to obtain, a Distribution Operator Grade 1 Certificate as issued by the State Water Resources Control Board.

Service Worker 2

In addition to the qualifications for the Service Worker 1:

Knowledge of:

Methods, materials, and equipment used in water distribution construction, installation, maintenance, repair, and operation.

Building and grounds maintenance techniques and methods.

Pipe fitting, welding, and fabrication techniques.

Safety practices and procedures related to construction work.

Basic consumer information rights related to the California Emergency Planning and Community Right-to-Know Act (EPCRA).

Ability to:

Independently install, maintain, and repair components of a water service distribution system.

Operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water tankers; operate forklift, small crane, and related field construction equipment.

Read and understand distribution system maps and related drawings.

Establish strong working relationships.

Complete a watertight weld.

Display leadership skills and the ability to train staff.

Perform building and grounds maintenance work.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Three years of responsible journey experience performing utility construction duties similar to a Service Worker 1 with the Palmdale Water District.

#### Training:

Equivalent to high school diploma/GED.

### License and Certificate

Possession of a valid California Class "A" Driver's License.

Possession of a Service Truck Crane 10,000 Lb. capacity Certification is required.

Possession of a Rigging and Signalman Certification.

Possession of a Distribution Operator Grade 2 Certificate as issued by the State Water Resources Control Board.

### Service Worker 3 - Foreman

In addition to the qualifications for the Service Worker 2:

#### Knowledge of:

Principles and practices of technical and functional supervision and training, including safety practices and related record-keeping.

Pertinent water utility industry standards and regulations.

Pertinent consumer information rights related to the California Emergency Planning and Community Right-to-Know Act (EPCRA).

Methods, techniques, tools, equipment and materials used in construction, installation, maintenance, and repair of components of a water service distribution system.

Computer usage applications such as word processing and spreadsheet programs to complete required reports related to work activities.

Ability to:

Provide technical and functional supervision over assigned staff; effectively train staff.

Perform the most complex duties related to the construction, installation, maintenance, and repair of a water service distribution system.

On a continuous basis, know and understand operations and observe safety rules; intermittently analyze problem situations and/or equipment; identify and interpret technical and numerical information; observe and problem solve operational and technical policies and procedures; identify and locate site locations, interpret work orders, remember equipment locations and explain job to others.

Intermittently, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 60 pounds.

Operate a variety of mechanized equipment such as backhoes, loaders, graders, dump trucks, and water tankers; operate forklift, small crane, and related field construction equipment.

Use pipe fitting and welding equipment, including fabrication of parts as necessary.

Read and understand distribution system maps and related blue prints, drawings, and sketches.

Work outdoors in a variety of weather conditions.

Work assigned shift schedules; be available for call back.

Keep records and make reports; use a personal computer to enter and retrieve data; track works status and communicate electronically.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

#### Experience:

Five years of responsible journey experience performing utility construction duties similar to a Service Worker 2 with the Palmdale Water District.

#### Training:

Equivalent to high school diploma/GED. Additional college level training in leadership/management.

### License and Certificate

Possession of a valid California Class "A" Driver's License.

Possession of a Service Truck Crane 10,000 Lb. capacity Certification is required.

Possession of a Rigging and Signalman Certification.

Possession of a Distribution Operator Grade 3 Certificate as issued by the State Water Resources Control Board.

Possession of a Water Treatment Operator Grade 2 Certificate as issued by the State Water Resources Control Board is desired.

## PHYSICAL REQUIREMENTS

Constantly, walk stand, kneel, climb, and bend in the field; sit while studying or preparing reports and driving in vehicle or operating equipment; perform simple and power grasping, pushing, pulling and fine manipulation; intermittently write or use a keyboard to communicate; and lift or carry weight up to 60 pounds. Additionally, the incumbent in this position works outdoors in all weather conditions, including wet, hot and cold with extreme sun exposure. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Approved:

I have reviewed this job description with my Supervisor and agree with its contents.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.