



## CLASS SPECIFICATION

Class Code: 3011  
Date Est: 8/85  
Last Rev: 9/2008  
Last Title Chg:  
FLSA: non-exempt  
Probation: 12 months

### SENIOR UTILITY WORKER

#### **DEFINITION**

Under limited supervision, performs a variety of the most difficult and complex work involved in the installation, operation, repair, and maintenance of water and sewer systems and associated apparatus and equipment; serves as a lead worker for a work crew; and performs related work as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

Three years of full-time progressively responsible work experience in the installation, operation, maintenance, and repair of water and sewer facilities, which included experience operating a backhoe and dump truck; OR any equivalent combination of training and experience. See license section for additional requirements.

#### **LICENSE OR CERTIFICATE**

Possession of a valid Class A Commercial Driver's License (CDL) with an endorsement for hazardous materials is required at the time of application.

Must possess a Nevada water distribution certificate level D-2 as set forth in NAC 445A.633 at the time of appointment, and must achieve and maintain a Nevada D-3 certificate within three test cycles (one year) in order to maintain employment.

Must achieve and maintain Nevada Water Treatment Level Certificate T-1 as set forth in NAC 445A.633 within three test cycles (one year) in order to maintain employment.

Employees with CDL's in this class are subject to drug and alcohol testing under the following conditions: reasonable cause, post accident, random, return to duty and follow up.

Must obtain Flagger Certification from the State of Nevada within six (6) months of hire and maintain certification for continued employment.

Must obtain Basic First Aide and CPR Certification within six (6) months of hire and maintain certifications for continued employment

#### **DISTINGUISHING CHARACTERISTICS**

This is the lead worker class for the Utility Worker class series. Incumbents serve as a lead worker for a work crew and perform the more difficult and complex work assignments.

#### **SUPERVISION EXERCISED**

Directs crew during installation, maintenance, repair, and operation of water and reclaim system. Serves as lead worker over technical support staff.

#### **EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Responsible for operation and maintenance work scheduling in incorporated Washoe County service area.

Provide lead direction and work coordination for a work crew of Utility Workers.

Serves as on-call foreperson in accordance with state regulations.

Generate, check, and close work orders on computer; monitor and set levels alarms on scada system.

Provide staff training and ensure the following of proper safety regulations at job sites.

Ensure safe excavation during emergency repairs and routine work.

Ensure proper backfill of repair operations.

Mark out utilities for underground locates.

Consult blueprints, specifications, and sketches to lay out jobs.

Perform and monitor weekly checks of wells, pumps, and tanks, monthly water and pressure checks.

Perform a variety of the more difficult and complex assignments in the installation, maintenance, and repair of water and sewer systems and components, including storage tanks, water meters, treatment facilities, pipes, fittings, valves, gauges, pumps, and filters.

Check lines for leaks and check flow rates with gauging meter.

Assist professional staff with testing and special projects, including the collection of water samples for laboratory analysis.

Perform the installation, maintenance, and repair of chlorine injection systems.

Maintain data on changes, repairs, and installations.

Update utility maps, including the location of water mains, sewer mains, and appurtenances.

Read meters and check on customer complaints and reports, reporting findings to others for follow-up calls.

Perform the construction and adaptation of devices according to designs prepared by professional staff.

Use, repair, and perform safety checks on a variety of tools and equipment.

Operate dump truck and backhoe.

Respond to hazardous material leaks and spills.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS** *(These may be acquired on the job and are needed to perform the work assigned.)*

### **Full Performance**

#### **Knowledge of:**

Department/division policies and procedures.

Methods, procedures, tools, and equipment used in the Utility Division.

**Ability to:**

Provide work coordination, lead direction, and training for other Utility Worker staff.

Enforce safety regulations at job sites.

Obtain Basic first aid and first responder and CPR certification

Obtain Flagger certification (State of Nevada).

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**

Methods, materials, and equipment used in the maintenance, repair, and installation of water and sewer systems and reclaim water.

Troubleshooting and repair of mechanical and electrical control systems and wells.

Methods for emergency response to hazardous material spills and leaks.

Calibration and use of water testing equipment.

Cross connections and hydraulics.

Safety methods and procedures used by the Utility Division.

Methods and procedures used in sample collection.

**Ability to:**

Perform a variety of the more difficult installation, operation, repair, and maintenance work on water and sewer systems.

Calculate volume, weights, and measures pertaining to the public water system.

Skillfully operate the equipment used in the installation, operation, repair, and maintenance of water and sewer systems.

Perform emergency responses to hazardous material spills and leaks.

Calculate proper chlorine dosages for potable water systems.

Read manuals, blueprints, drawings, and maps.

Perform heavy physical labor.

Effectively represent the Utility Division when responding to customer inquiries and complaints.

## **SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to frequently stand and walk. Ability to stoop, kneel, or crouch to pick up or move objects. Ability to walk on sloped ground and uneven surfaces. Ability to lift and move objects weighing up to 100 lbs with assistance. Normal manual dexterity and eye-hand coordination. Ability to work outdoors in varying temperatures and weather conditions. Ability to work under noisy conditions. Ability to work with exposure to grease, oils, fumes, smoke, gasses, solvents, chemicals, pesticides, dust, and silica. Ability to work on ladders and/or scaffolding. Ability to work in confined spaces. May be required to be on standby and respond to emergency calls during off duty hours.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved \_\_\_\_\_ WERCCS Job Evaluation Committee

Date \_\_\_\_\_