



December, 2017

FINAL DRAFT

RECLAMATION MAINTENANCE WORKER I/II Salary Grade 125/152

DEFINITION

Under immediate (Reclamation Maintenance Worker I) to general (Reclamation Maintenance Worker II) supervision, performs a variety of routine repairs and maintenance involving facility and grounds keeping functions in and around the District's ranches, pump stations, wastewater treatment plant and related facilities; services and maintains recycled water distribution and irrigation systems and related facilities; land applies biosolids on District reuse sites; manages storage of biosolids during wet weather periods for summer land application, and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives immediate (Reclamation Maintenance Worker I) to general (Reclamation Maintenance Worker II) supervision from higher level management or supervisory staff. No direct supervision of staff is exercised.

CLASS CHARACTERISTICS

Reclamation Maintenance Worker I is the entry-level class into the Reclamation Maintenance Worker series responsible for performing unskilled and semi-skilled duties related to the District's reclaimed water and irrigation systems, biosolids application, and upkeep of District facilities and grounds. Positions at this level are not expected to function with the same amount of knowledge or skill level as positions at the Reclamation Maintenance Worker II level, and do not exercise the same level of independent direction and judgment in matters related to work procedures and methods. As experience is gained, assignments become more varied and are performed with greater independence. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Reclamation Maintenance Worker II is the full journey-level class in the Reclamation Maintenance Worker series responsible for performing the full range of unskilled and semi-skilled duties related to the District's reclaimed water and irrigation systems, biosolids application, and upkeep of District facilities and grounds. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

Positions at the Reclamation Maintenance Worker II level are normally filled by advancement from the Reclamation Maintenance Worker I level; progression to the Reclamation Maintenance Worker II level is dependent on (i) satisfactory work performance; (ii) the incumbent meeting the minimum qualifications for the classification; (iii) management affirmation that the position is performing the full range of duties assigned to the classification, and (iv) management approval for progression to the Reclamation Maintenance Worker II level.

EXAMPLES OF DUTIES (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

Positions at the Reclamation Maintenance Worker I level may perform some of these duties in a learning capacity.

- Operates recycled water distribution system and irrigation systems on District owned and contracted fields; monitors for water run-off to prevent violations of state laws and regulations.
- Performs servicing and maintenance of irrigation equipment, sprinklers, guns, valves, hydrants, and underground pipes; moves irrigation equipment between water hydrants and from field to field.
- Orders irrigation system and equipment servicing and repair parts; transports equipment by trailer; conducts quarterly safety inspections; provides specialized equipment training.
- Operates line trimmers, power mowers, disc harrows, edgers, tractors, dump trucks, backhoe and tanker trucks, bulk materials spreader, assortment of PTO powered implements and other mechanical equipment to upkeep reuse site fields and grounds.
- Assists wastewater treatment plant operations personnel with routine maintenance duties, such as cleaning tanks and vats, removing screenings and grit, and hauling biosolids equipment.
- Assists operations personnel with miscellaneous repair work, including cleaning and servicing mechanical equipment.
- Performs a variety of facility maintenance duties such as interior and exterior painting; repairing and maintaining gates, fences, and gravel roads; light carpentry; repairing and maintaining fountains, faucets, urinals, and toilets; miscellaneous janitorial tasks as needed.
- Assists in reading recycled water meters.
- Adheres to appropriate safety procedures as established by the District.
- Maintains accurate records of work performed.
- Performs other duties as assigned.

QUALIFICATIONS

Positions at the Reclamation Maintenance Worker I level may exercise of these knowledge and abilities statements in a learning capacity.

Knowledge of:

- Principles, practices, tools, equipment, and supplies required to perform routine maintenance in and around water reclamation distribution systems, wastewater treatment plants, facilities, fields, and grounds.
- Knowledge of biosolids application rules and procedures.
- Basic principles and practices of irrigation equipment operation, servicing, and maintenance.
- Operational characteristics of tools and equipment used to perform work.
- Safety practices related to the work, including agricultural safety practices.
- Basic mechanical and electrical principles.
- Applicable laws, codes, and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Perform unskilled to semi-skilled work in the routine maintenance of water reclamation distribution systems, wastewater treatment plants, and related facilities.
- Perform servicing and minor maintenance on a variety of stationary and mobile equipment.
- Respond effectively to emergency situations and troubleshoot such situations.
- Safely use hand and power tools related to the work; drive and operate District vehicles, including dump trucks and tractors.
- Interpret and explain regulations, policies, and procedures.
- Maintain accurate records of work performed.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

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

Education

Reclamation Maintenance Worker I/II: Equivalent to completion of the twelfth (12th) grade.

Experience

Reclamation Maintenance Worker I: One (1) year of experience in pipeline construction, grounds keeping, landscape irrigation or maintenance; experience with farming, farming equipment, and small piping and plumbing is highly desirable.

Reclamation Maintenance Worker II: Four (4) years of progressively responsible experience in high capacity recycled water landscape irrigation and biosolids land application work; experience with farming, farming equipment operation and maintenance, and small piping and plumbing is required.

Licenses and Certifications:

Reclamation Maintenance Worker I:

- Must possess a valid California Class C Driver's License and maintain a satisfactory driving record.
- Must obtain a California Class B Driver's License within six (6) months of appointment to the classification.

Reclamation Maintenance Worker II:

- Must possess a valid California Class B Driver's License and maintain a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard wastewater treatment plant. shop and field setting; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various District sites; vision to detect shades of color, read printed materials, charts and gauges and a computer screen; smell to identify odors; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and

objects weighing up to 100 pounds, or heavier weights with the use of proper equipment and assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENTS

Must be available for standby and response to off-hours emergency situations. Will be expected to work regular weekend and holiday shifts due to 7-day a week operation of the District.