

San Benito County Water District

Classification Unit:	Field and Office
Salary Range:	Trainee-18, I-28, II-42, III-58
Last Revision:	November 2002

MAINTENANCE TRAINEE MAINTENANCE I/II/III

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Performs a variety of routine tasks [at different levels of this series] in the maintenance, repair and construction of underground water pipeline systems including: piping, valves, meters, other appurtenances, concrete structures, pressure relief and pressure regulation appurtenances, canals, canal flow control structures, related water distribution facilities and water distribution facilities and construction maintenance and repair of roads, drainage ditches and general right-of-way maintenance. These are emergency response, On-Call positions.

DISTINGUISHING CHARACTERISTICS

MAINTENANCE TRAINEE:

This is an entry level class in the Maintenance series. Advancement to the Maintenance I level is based on demonstrated proficiency in performing the assigned functions, and is at the discretion of higher level supervisory and management staff.

EXAMPLES OF DUTIES

MAINTENANCE TRAINEE

- ❖ Performs varied maintenance and construction work for flood control and water distribution facilities and properties.
- ❖ Construct, maintain and repair flood control and groundwater recharge facilities; patch cracks; build and remove small dams and lay riprap; perform concrete work; break and remove rubble, place forms and install reinforcements; mix, pour and finish cement.
- ❖ Assist in cleaning up work sites; ensure proper disposal of hazardous materials as established by District guidelines.
- ❖ Assist in performing preventative maintenance on pumps, valves and other water distribution facilities; assist craft and technical staff in various mechanical, electrical, carpentry and painting work.
- ❖ Perform traffic control functions; set up traffic warning devices and barricades; direct traffic around work sites.

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- ❖ Operate and maintain a variety of maintenance equipment including hand, air and power tools, generators, compressors, cement mixers, trucks, tractors and forklifts.
- ❖ Check job site for potential hazards; determine precautions for safe equipment operation; perform assignment in compliance with safety regulations.
- ❖ Haul equipment to and from job sites; inspect equipment, make operating adjustments and perform minor preventative maintenance and repair.
- ❖ Performs other related maintenance and operations duties as assigned.
- ❖ Operates and maintains to District and other safety policies and requirements, light equipment up to ¾ ton pick ups.

MAINTENANCE I:

In addition to the qualifications for Maintenance Trainee:

- ❖ Plans, organizes and coordinates assigned tasks, functions and assignments.
- ❖ Repairs, replaces or constructs various types of water distribution pipelines ranging in diameter up to 36”.
- ❖ Inspects, replaces air valves, butterfly valves, gate valves and meters ranging in size up to 24”.
- ❖ Installs, repairs, replaces corrugated metal pipe, slide gates and other open channel control structures ranging in size up to 48”.
- ❖ Lays out, grades, forms, reinforces, places, finishes, and repairs concrete slabs, foundations, thrust blocks, and other water distribution related structures.
- ❖ Performs earth work with hand and portable equipment to rough and finish grade and to predetermined levels of compaction as required to construct and maintain canals, roads, drainage ditches embankments and other water utility facilities and structures.
- ❖ Installs, repairs and reads water delivery meters.
- ❖ Monitors, records and reports groundwater seepage, well and groundwater extraction well water levels.
- ❖ Operates portable air compressor, pumps, compaction equipment, spray equipment and pneumatic power and hand tools.
- ❖ Prepares metal and other surfaces for and makes application of material restoration and protective coating systems.
- ❖ Cuts, burns, sprays and disposes of undesirable vegetation including the use, under appropriate supervision, of hazardous chemicals.
- ❖ On a training or emergency basis operates trucks and equipment and may be assigned duties normally assigned to the Maintenance II classification.

MAINTENANCE II:

In addition to the qualifications for Maintenance Trainee and I:

- ❖ Independently plans, organizes and implements routine construction, maintenance repair activities, and water measurement activities.
- ❖ Repairs, replaces or constructs various types of water distribution pipelines ranging in diameter up to 60”.

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- ❖ Inspects, replaces air valves, butterfly valves, gate valves and meters ranging in size up to 36”.
- ❖ Operates light and medium construction equipment (tractors [4WD], back hoes, track tractors, trucks, dump trucks) as required for construction, repair and maintenance of pipelines, canals, roads, drainage ditches, dams, dikes and berms for extended periods of time.
- ❖ Operates and maintains to District and other safety policies and requirements, light and medium equipment.
- ❖ Monitors, records and reports groundwater seepage, well and groundwater extraction well water levels and water quality.

MAINTENANCE III:

In addition to the qualifications for Maintenance Trainee, I and II:

- ❖ Independently plans, organizes and implements construction, maintenance, repair and replacement activities including water system shut downs and water quality, flow and volume measurement activities.

TYPICAL PHYSICAL ACTIVITIES

MAINTENANCE TRAINEE, I, II and III:

- ❖ Travels routinely and regularly by vehicle on and off-road in inspection, constructing, repairing, replacing District facilities.
- ❖ Communicates orally with customers, public agency and private enterprise representatives, elected officials, co-workers, and the public in face-to-face, one-on-one and group settings.
- ❖ Regularly uses two-way radio and telephone for communication.
- ❖ Walks and works on uneven terrain.
- ❖ Uses, under appropriate supervision, various hazardous materials.
- ❖ Works out of doors in all kinds of weather.
- ❖ Ascends and descends stationary ladders up to 135’ in height.
- ❖ Works in confined spaces.
- ❖ Heavy and repeated lifting up to 100 pounds.
- ❖ Works with hand tools and portable equipment for extended periods of time.
- ❖ Occasionally works overtime or extended shifts.

EMPLOYMENT STANDARDS

Knowledge of:

MAINTENANCE TRAINEE:

- ❖ Basic operational characteristics of maintenance, hand and power equipment and tools.
- ❖ Basic occupational hazards and standard safety practices.
- ❖ Basic methods and techniques of construction maintenance.

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MAINTENANCE I:

In addition to the qualifications for Maintenance Trainee:

- ❖ Principles and practices of carpentry, painting, plumbing, mechanical and labor trades.
- ❖ Tools, materials, equipment and procedures used in construction and repair of roads embankment, above and below ground piping, valves, meters, concrete structures, canals and related water distribution and drainage facilities.
- ❖ Excavation and trenching safety procedures.
- ❖ Confined space safety procedures.

MAINTENANCE II and III:

In addition to the qualifications for Maintenance Trainee and I:

- ❖ Hydraulic and mathematical principles related to water measurement (flow and volume), and water level and water pressure measurement.
- ❖ Civil and mechanical drawings and specifications.

Ability to:

MAINTENANCE TRAINEE:

- ❖ Learn practices, procedures, methods, tools and equipment used in the construction, maintenance and repair of water distribution and flood control facilities.
- ❖ Perform routine basic mathematical calculations.
- ❖ Operate a variety of maintenance, construction, carpentry, painting, mechanical and plumbing hand and power tools in a safe and effective manner.
- ❖ Learn to read and interpret maps, blueprints and specifications.
- ❖ Learn to perform traffic control functions.
- ❖ Learn to perform a variety of preventative maintenance on District facilities.
- ❖ Learn methods and techniques of concrete finishing.
- ❖ Perform heavy manual labor.
- ❖ Establish and maintain effective working relationships with those contacted in the course of work.
- ❖ Work cooperatively with others.
- ❖ Deal tactfully with the public.

MAINTENANCE I and II:

In addition to the qualifications for Maintenance Trainee:

- ❖ Independently plan, coordinate and perform assigned tasks.

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MAINTENANCE III:

In addition to the qualifications for Maintenance Trainee, I and II:

- ❖ Accurately perform routine mathematical calculations related to construction water measurement and hydraulic systems.
- ❖ Skillfully and safely operate construction, carpentry, painting, mechanical and plumbing hand and power tools.
- ❖ Skillfully and safely operate and maintain light and medium construction equipment.
- ❖ Effectively represent the District with customers, landowners, public, contractors and other organizations.
- ❖ Prepare and present concise, accurate and timely written and oral reports.

DESIRABLE EXPERIENCE AND EDUCATION

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

Experience:

MAINTENANCE TRAINEE:

- ❖ One (1) year of general construction, water utility or other water system construction maintenance or repair work.

MAINTENANCE I and II:

- ❖ Two (2) years of general construction, water utility or other water system construction maintenance or repair work.

MAINTENANCE III:

- ❖ Four (4) years of general construction, water utility or other water system construction maintenance or repair work.

Education:

MAINTENANCE TRAINEE, I, II and III

- ❖ Completion of the twelfth grade, or equivalent.

SPECIAL REQUIREMENTS

MAINTENANCE TRAINEE and I:

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- ❖ Possession of a valid California Driver's License issued by the State Department of Motor Vehicles and a driving record acceptable to the District's automobile insurance provider.
- ❖ Obtain and maintain defensive driver training certification (training provided by the District).
- ❖ Obtain and maintain CPR and First Aid training certification (training provided by the District).

MAINTENANCE II:

In addition to the qualifications for Maintenance Trainee and I:

- ❖ Possession of a valid Class A California Driver's License issued by the State Department of Motor Vehicles and a driving record acceptable to the District's automobile insurance provider.
- ❖ A drug and alcohol testing record, complying with DOT requirements and a driving record acceptable to the District's auto insurance provider.

MAINTENANCE III:

In addition to the qualifications for Maintenance Trainee, I and II:

- ❖ Possession of advanced backhoe operation skills and ability to demonstrate same to the satisfaction of the District.
- ❖ Demonstrated knowledge and experience in traffic control as required for construction and related activities with County roads and State highways.