



MARIN MUNICIPAL WATER DISTRICT

Utility System Specialist

DEFINITION

Under general supervision, maintains valves within the system; shuts down mains and makes system changes; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Investigates and performs skilled work in a variety of water system problems such as leak detection in pipelines, responds to consumer complaints and responds to emergencies; directs the work of small crews and performs complex maintenance and repairs on District system.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Acts as first responder in emergency situations..
- Plans and performs system flushing or directs field personnel in emergency, routine and systematic flushing of water mains; notifies local authorities of planned system flushes; opens and closes main gates, valves, blow-offs and hydrants to accomplish flushing as required. Monitors water quality, pressure, and runoff drainage.
- Maintains, operates, lubricates and marks valves.
- Shuts down water system to isolate breaks and facilitate repairs or new connections.
- Investigates meter leaks; repairs, replaces, and moves meters and meter boxes.
- Checks for suspected leaks in the system, determines extent of problem and personnel and materials needed to complete repairs
- May provide labor estimates for new installations and emergency repairs, identify potential hazards and traffic conditions and makes notification to appropriate District personnel.
- Operates leak and metal detectors, and hydraulic valve exercising equipment.
- Investigates a variety of consumer complaints regarding water service or property damage.
- Provides information and assistance to insurance investigators and damage mitigation contractors.
- Coordinates water system operation closely with outside agencies and contractors;.
- Maintains accurate and legible records of time, materials and equipment used.
- May assign and supervise the work of a crew engaged in valve maintenance.
- Reviews maps and remains current with water system.
- May be assigned to a utility and maintenance crew on a temporary basis.
- Follows applicable safety rules and regulations.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge of:

- Operation, maintenance and repairs of water system, valves and related facilities such as pumps and regulators;
- Equipment, materials and techniques used in the repair and maintenance of water mains;
- Purpose, configuration and operation of a water distribution system, water storage facilities, meters, hydrants and sources and supply;
- Best management practices in mitigating environmental impacts;
- Basic understanding of water distribution mathematics, water quality, and disinfections;
- General safety practices; traffic control, trenching and shoring, confined spaces, safety requirements, hazards and OSHA compliance.

Ability to:

- Detect and investigate leaks and other water system related problems;
- Maintain and repair valves;
- Understand water distribution systems, standard disinfection methods of new/repared mains and storage facilities;
- Use independent judgment in making decisions;
- Calculate water distribution mathematics and water measurements.
- Direct the work of others and train personnel.
- Understand and interpret water system maps
- Proficiently operate a personal computer using job-related software applications;.
- Operate tools and equipment with skill and safety;
- Understand and carry out written and oral instructions;
- Maintain accurate and legible records, using computer as necessary;
- Drive a vehicle;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Understand and carry out written and oral instructions.

Training and Experience:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of the twelfth grade or its equivalent; and,
- four years' experience in the maintenance and repair of water system facilities.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”
- Remain available for after hours emergency work on an "on-call" basis.
- May be required to work on weekends.
- Maintain satisfactory driving record.

LICENSES AND/OR CERTIFICATIONS

- Possession of a “D1” Distribution Operators Certificate issued by the California Department of Health Services at the time of appointment;
- Possession of an appropriate California driver’s license issued by the State Department of Motor Vehicles and a satisfactory driving record. Employees who drive a vehicle to carry out assigned job-related duties must possess and maintain a California drivers’ license for the class of the vehicle driven and employees will be subject to review of the Department of Motor Vehicle driver’s activity reports for satisfactory driving record.;

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment weighing up to 10 to 50 pounds and occasionally lift 50 to 75 pounds. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

ADDITIONAL PHYSICAL DEMANDS

- A self-contained breathing apparatus must be worn when working in confined spaces and employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: May 1978

Revised: June 2011

Approved by: Human Resources Manager