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# Mt. View Sanitary District

## Policies and Procedures Manual

**POLICY TITLE: Utility Laborer**

**POLICY NUMBER: 2370**

**March 2017FLSA: NON-EXEMPT**

### UTILITY LABORER

#### DEFINITION

Under direct or general supervision, the Utility Laborer performs landscape maintenance, building maintenance, general painting, assists staff in mechanical equipment maintenance, Pump Station maintenance, collection system cleaning, maintenance, and repair, operates motor vehicles and power tools and performs other general labor as directed.

#### SUPERVISION RECEIVED AND EXERCISED

Receives direct and general supervision from the Wastewater Operations Manager, Lead Wastewater Operator, or Operator-in-Charge. This position generally does not exercise supervision.

#### CLASS CHARACTERISTICS

This is an intermediate level class that performs a full range of support functions under direct and general supervision. This class may be asked to lead a temporary laborer in activities, but otherwise has no direct reports or supervision over others.

#### EXAMPLES OF ESSENTIAL FUNCTIONS (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.*

- Participates in performing wastewater laboratory testing work.
- Communicates the status of assignments to appropriate personnel
- Assists in the cleaning, maintenance, and repair of the wastewater treatment plant, collection system, marsh, and facilities.
- Assists with collection system trouble shoot investigations, including customer complaints and concerns responses and reports results of investigations.
- Assists in traffic control including setting up and maintaining traffic control devices.
- Assists in setting up and maintaining bypass and dewatering pumps.
- Operates motor vehicles to transport personnel, equipment, and supplies to and from work site.
- Operates various hand and power tools, including light and heavy equipment.

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- Performs routine safety inspections on vehicles, tools, and equipment.
- Responds to emergency situations as required.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles, practices, tools, and materials as they relate to the operation, cleaning, and preventive maintenance of wastewater collection, treatment, and disposal facilities and equipment.
- Basic principles and practices of record-keeping methods.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- Basic mechanical, electrical, and hydraulic principles.
- Basic arithmetic and statistical techniques.
- Basic knowledge of job related occupational safety hazards and safety practices, including the handling and storage of hazardous chemicals.

### **Ability to:**

- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and light to heavy equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Operate a motor vehicle safely.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Work in a team environment as a contributing team member.
- Recognize and correct or report unusual, inefficient, or dangerous operating conditions, including confined spaces.
- Conduct standard chemical and physical tests of wastewater, sludge, and related materials.
- Handle hazardous chemicals in a safe manner.
- Make accurate arithmetic calculations.
- Follow department policies and procedures related to assigned duties.
- Use tact, initiative, prudence within general policy, procedural, and legal guidelines.
- Ability to communicate clearly with customers, co-workers, and supervisors alike.
- Possess ability to comprehend and retain knowledge required for successful accomplishment of all job position essential functions.

### **Education and Experience:**

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

- Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

- Some experience in the operation of hydraulic pumps, valves, gasoline powered engines, and motors is desirable.

### **Licenses and Certifications:**

- Possession of a valid California's Class B driver's license within six months of appointment.
- Must possess and maintain a valid Class C California driver's license.
- Must be able to obtain and maintain possession of a Transportation Worker Identification Credential (TWIC) within one year of appointment. This credential requires a Transportation Security Administration (TSA) level background check.
- Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as condition of employment.

### **PHYSICAL DEMANDS**

Must possess mobility to work in standard wastewater treatment plant and related facilities; strength, stamina, and mobility to perform light to medium physical work, to work in confined spaces, around machines and to climb and descend ladders, and to operate varied hand and power tools and equipment; vision to read printed materials and a computer screen; color vision to read gauges and identify appurtenances; and hearing and speech to communicate in person and over the telephone or radio. The job involves 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 of moderate to heavy weight using safe lifting techniques and proper equipment. Examples of potential lifting tasks include moving (not lifting) manhole covers up to 75 lbs., carrying mechanical parts, equipment and tools up to 50 lbs. and carrying miscellaneous objects such as chemical containers, waste containers, etc. also up to 50 lbs.

### **ENVIRONMENTAL ELEMENTS**

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

### **WORKING CONDITIONS**

May be required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays.