



JOB DESCRIPTION

WATER & SEWER SERVICE ATTENDANT

DEFINITION

Under supervision from the Water & Sewer Maintenance Supervisor and the lead worker, to perform semi-skilled technical and manual field work in servicing and maintaining City water and sewer services and equipment; and to do other related work as assigned.

EXAMPLES OF DUTIES: These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title. **E=Essential Duty; M=Major Portion of Time)**

- Turn water on and off using valve on water meter. (E)
- Answer customer complaints by inspecting and maintaining meters and investigating lack of pressure or noise in water lines. (E)
- Perform meter repair and calibration tests. (E)
- Inspect and check other fixtures such as water closet tanks and other sources of water leakage. (E)
- Read and record data from water meters, pumps, wells, and tank gauges. (E)
- Inspect water leaks on City water mains and services. (M)
- Repair leaks with clamps, or replace pipe. (M)
- Complete required service call forms on each job performed. (M)
- Check, lubricate, operate and perform routine maintenance on water pumps. (E)
- Repair or change fire hydrants. (E)
- Rod and tape sewer mains. (E)
- Inspect sewer stoppages. (M)
- Assist the Water & Sewer Engineer Technician, as assigned, in updating existing water and sewer maps and coordinate the GPS mapping of all water valves and sewer manholes. (E)
- Under direction of the Water Maintenance Supervisor and /or the lead worker, operate the City of Ukiah's backflow program. May include, but not limited to, conduct field inspections, investigations, and audits to assure compliance with appropriate codes, policies, laws, and regulations pertaining to an approved cross connection control/backflow prevention program. (E,M)
- Take night, weekend, and holiday standby duty on rotational basis with other Department employees. (E)
- Requisition materials and supplies. (E,M)
- Locate underground utilities. (E)
- Perform other duties as assigned. (E)

QUALIFICATIONS

Knowledge of:

- Methods, materials and tools used in pipe, pump and engine maintenance and repair.
- Water meter repair and maintenance.
- Methods and materials used in water and sewer line maintenance and repair.
- Safe work practices.

Ability to:

- Operate a variety of mechanical equipment.
- Locate water leaks and repair a variety of water service facilities.
- Locate water leaks and perform skilled and semi-skilled tasks in the construction and maintenance of water and sewer lines, services and equipment.
- Lift up to 100 pounds.
- Operate and lift 90-pound jackhammer for long periods of time.
- Operate Vactor or Vacon type vacuum trucks, dump trucks and all related equipment within the Water and Sewer department.
- Perform heavy manual labor.
- Establish and maintain cooperative relationships with those contacted in the course of work.

Experience:

Two years of experience in the maintenance and installation of water and sewer lines and related service equipment.

Education:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

Necessary Special Requirements:

- Possession of a valid Class A California Driver's License.
- State of California Water Distribution Certificate (D-2) required within one-year from date of hire.
- Possession of a valid American Water Works (AWWA) Backflow Prevention Assembly General Tester Certificate and the AWWA Cross Connection Control Specialist Grade I, or ability to obtain the required certificates within six to twelve months from date of appointment.

RESIDENCY REQUIREMENT

All Water and Sewer Service Attendants shall be expected, within six months of hire, to establish residency within a 20-minute notification to respond zone.

S:\Human Resources\Human Resources\COU JOB DES Files\WATER&SEWER\Water&SewerSerAttend_JobDes.doc