VALLECITOS WATER DISTRICT

VALVE MAINTENANCE TECHNICIAN

DEFINITION

Under general supervision, coordinates the maintenance, servicing, and repair of valves and related appurtenances, including laterals, hydrants, and related structures; responds to system emergencies, assesses extent of situation and notifies appropriate departments; performs associated field construction activities; coordinates shut-offs and traffic control plans; performs related duties as required.

CLASS CHARACTERISTICS

This single incumbent position is responsible for the valve maintenance and exercise program, including serving in a lead capacity for an assigned Construction Worker II; coordinates construction related plans and shutoffs; and performs a variety of duties in the construction and repair of water and wastewater systems. This position is distinguished from the Senior Construction Worker, which performs more heavy equipment operations and serves as crew lead.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Coordinates District’s ongoing valve maintenance program; locates and exercises small and large valves in District systems; identifies, prioritizes, and performs preventative and corrective work on valves in need of monitoring, repair, or replacement; maintains accurate records using valve maintenance logging system; provides on-site direction and technical guidance to employees on valve maintenance rotation; trains staff on the operation of the valve machine and related reporting software;
- Plans and prepares all traffic control plans, right of way plans, and excavation permits for department projects; submits plans for approval to City and State agencies; arranges for facility locations and location mark outs;
- Plans department shutdowns to cause least impact to customers; notifies customers of shutdowns; draws all department shutdown maps using GIS mapping software; prepares required reports on water loss occurring during shutdowns, main breaks, and other situations; arranges temporary water sources for certain customers, including ensuring water quality;
- Responds to customer complaints regarding residential irrigation leaks and water waste complaints in community areas; responds to emergency calls, determines nature of situation, initiates containment, and advises appropriate department for repairs;
- Performs a variety of skilled and semi-skilled field maintenance work as a crew member; may be required to perform confined space entries;
- Observes safe work methods and safety practices related to the work; uses appropriate safety equipment;
- Researches materials and parts; creates work orders utilizing CMMS; inputs and maintains accurate records and logs, using appropriate computer software;
Operates assigned vehicles skillfully and safely; inspects and fuels vehicles; reports the need for repairs and service; observes safe driving practices;
Reads and interprets maps, schematics, plans, blueprints, and specifications; records basic information related to work performed; collects and enters data into computer system;
May train and direct the work of others; may act in a lead capacity on specific jobs; responds to emergency situations during off-hours as required;
Stands duty on a rotational basis and may work outside of regular work hours as necessary, including weekends and holidays; required to respond within 30 minute time frame when on duty status;
Operates copiers and a variety of office equipment;
Performs duties in a professional manner and works well with others or in a team setting;
Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:
- Techniques, methods, and equipment used in the maintenance of valves and water system appurtenances;
- Codes, laws, and regulations applicable to the work; safe work methods and safety regulations;
- Traffic control plans, right of way plans, and excavation permits; State and local agencies relevant to these plans;
- Techniques, materials, tools, and equipment used in the construction, repair, and maintenance of water distribution systems, sewer collection systems, reclaimed water systems, and related facilities and equipment;
- The operation and maintenance of wide variety of hand and power tools and equipment common to the field; shop mathematics;
- Basic computerized record keeping applications; GIS mapping software.

Ability to:
- Operate and properly repair valves, fittings, hydrants, and other appurtenances;
- Learn GIS mapping software and valve information logging system;
- Enter data into computer system; maintain accurate records;
- Create traffic control plans, right of way plans, and excavation permits in accordance with State and local regulations;
- Perform skilled maintenance, construction, and repair work; use hand tools and power tools safely; perform a wide variety of physically strenuous tasks;
- Work under routine and emergency conditions, sometimes in severe weather; be available for standby duty with a 30 minute response time;
- Understand and follow instructions and directions;
- Operate and transport a variety of light-to-medium duty construction equipment in a safe manner;
- Read, interpret, and understand blueprints and construction drawings;
- Exercise independent judgment and initiative without close supervision;
Establish and maintain cooperative working relationships; work efficiently and safely with others; provide positive customer service.

**Education & Experience**

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be: high school graduation or equivalent, and two years of water/wastewater construction and maintenance experience, equivalent to the District’s Construction Worker II class. Experience in operating valve equipment is required.

**Licenses, Certificates, and Special Requirements**

- Possession of a current California Class A driver’s license and a satisfactory driving record;
- Possession of a State Water Resources Control Board (SWRCB) Water Distribution Operation Grade 3 (D3);
- Possession of a SWRCB Water Distribution Operator Grade 4 desirable.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: While performing the duties of this job, the employee is regularly required to stand and walk; use hands and fingers to handle or feel; reach with hands and arms;stoop, kneel, crouch, or crawl; talk or hear. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. The employee is occasionally required to sit, climb, balance, or smell. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

Environment: Employee regularly: works outdoors, exposed to sun, temperatures above 80 degrees, and other weather conditions; drives Class A & B vehicles; exposed to unusually loud sounds and hazardous materials. Employee frequently: required to work at night; work with equipment producing pronounced vibrations; exposed to common allergy-causing agents; required to get body and/or clothes wet. Some work done at a height of more than 12 feet above ground. Intermittent work in confined or cramped positions. May work in areas of high humidity.

I have reviewed this Job Description with my Supervisor and agree with its contents.

____________________________________________________________________
Employee Signature                                                                                Date

____________________________________________________________________
Supervisor Signature                                                                                Date
The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.