

**DISTRICT MAINTENANCE PERSON  
RANGE 19****(\$4,576 - \$6,517 monthly)****Definition/Summary**

Under general direction of the Distribution Superintendent, perform all maintenance on District buildings and including, but not limited to, carpentry, electrical, plumbing, and concrete work, and general maintenance of district property. Operate light and medium maintenance and construction equipment in the installation and repair of water main and service lines and meters; Install, repair, and test electrical systems, to perform a variety of semiskilled and unskilled work; and to do related work as required.

**Essential Functions**

The duties listed below are illustrative only and are not meant to be a complete and exhaustive listing of all the duties and responsibilities of the classification.

- Constructs, remodels, or removes wood frame, concrete, masonry, metal, and other types of structures utilizing a variety of skills including carpentry, plumbing, electrical, masonry, concrete placing and finishing, arc and acetylene welding/cutting.
- Mainly works independently or as a member of a crew to efficiently and productively assist as needed in the repair, replacement, operations, and maintenance of District facilities including buildings, office structures, treatment plant, corporation yard and pump stations.
- Responsible for the maintenance and repair of bathroom facilities and restocking of supplies. (Toilet paper, paper towels, soap etc.)
- May act as Crew Lead as needed to accomplish necessary construction and repairs.
- Assist maintenance crews in the installation of pipelines, leak repairs, hydrant installations, meter installations, road repairs, concrete repairs and other facility maintenance as needed.
- Safely operate equipment including backhoe, loader and forklift, dump trucks, boom truck, and excavators.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Responsible for the maintenance and landscaping of corporation yard and office grounds/ parking lots including irrigation.
- Inspect and maintain HVAC systems.
- Contact and schedule with outside agencies for any services that may be needed.
- May assist Distribution Systems Operator (DSO) with maintenance and repair of tank sites (Fence repair, green waste etc.)
- Uses and maintains a wide variety of hand and power tools and test equipment related to the work; operates a truck daily.

## **Other Duties**

- Maintains accurate records; makes oral and written reports of work performed and documents modifications made.

## **Other Duties – Continued**

- Complies with all District policies, procedures, and rules and regulations, including all safety standards.
- Performs other duties as assigned.

## **Job Standards/Specifications**

### **Knowledge of:**

- Operation and use of a variety of light and moderately heavy motorized and power construction equipment.
- Proper work safety standards.
- Welding procedures, carpentry, and electrical, plumbing, and concrete work.
- Basic math calculations including, area, volume, ohm's law, etc.
- Understanding of procurement process and compliance with applicable rules for public works projects.

### **Ability to:**

- Safely operate backhoes, dump trucks, boom trucks and other construction equipment including but not limited to tools commonly used to perform landscape and maintenance duties such as (blower, weed eater, chainsaw etc.)
- Build structures, concrete forms and miscellaneous projects using carpentry skills.
- Make minor repairs to electrical systems.
- Skillfully repair plumbing fixtures, install pipes and piping.
- Skillfully place concrete and finish.
- Exercise independent judgment and initiate action without close supervision.
- Ability to read, comprehend, and write plans, specifications, Operation and Maintenance manuals, procedures, schematics, wiring diagrams, blueprints, mechanical drawings, and electrical plans.
- Plan and develop a maintenance schedule

## **Typical Physical Activities**

- Operates District vehicles and equipment.
- Must be able to carry, push, pull, reach, grasp and lift equipment, parts and material weighing up to 50 pounds.
- Stoops, bends, kneels, crouches, crawls, and climbs, during maintenance, landscape, and repair work.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone for communication.
- Stands for extended time periods.
- Work involves exposure to dust, lubricants, cleaning solutions, and chemicals.

## **Environmental Factors**

1. Exposure to the sun: 50% to 100% work time spent outside a building and exposed to the sun.
2. Work above floor level: Some work done on ladders or other surfaces from 4 to 12 feet above the ground.
3. High Temperature.: Considerable work time in hard manual labor in temperatures between 80-100 degrees.
4. Cold Temperature.: Some work time each year will be in snow/ice conditions. May be required to operate snow removal equipment at times.
5. Humidity: Work in areas with unusually high humidity.
6. Wetness: More than 10% of the work time getting part or all the body and/or clothing wet.
7. Noise: Occasionally there are unusually loud sounds.
8. Slippery surfaces: Occasional work on unusually slippery surfaces.
9. Oil: Some parts of the body in contact with oil or grease occasionally.
10. Chemicals: Some exposure to cleaning solutions and chemicals.
11. Dust: Works in or around areas with minor amounts of dust.
12. Irregular or extended work hours: Occasionally required to change working hours or work overtime.

## **Desirable Qualifications**

Experience: Two years of journey level experience in carpentry, concrete; or welding; Knowledge of and capability to operate construction tools and equipment.

Education: High school diploma or the equivalency thereof sufficient to assure the ability to read and write at the level required for successful job performance.

## **Desirable Licenses & Certificates**

Driver License: Possession of a valid California Class C Driver's License issued by the State Department of Motor Vehicles. Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Professional License: Electrical, Welding, or other construction certificates. Possess or acquire, within one year of hire, a Water Distribution Operator Certification, Grade D-1 or higher, through the California State Water Resources Control Board, and Forklift Operator certification. (District will provide Forklift Operator Training.)

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