

**CITY OF MILLBRAE  
CLASSIFICATION SPECIFICATION**

**SENIOR WATER MAINTENANCE WORKER**  
**February 2019**

**DEFINITION**

Under general supervision, leads and performs a wide variety of unskilled, semiskilled, and skilled manual labor related to the maintenance and upkeep of the City's water distribution system and related infrastructure; operates and directs the operation of a variety of hand and power tools safely; operates and directs the operation of a variety of vehicles and equipment safely and properly; provides support for other Public Works Divisions as needed; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Senior Water Distribution Maintenance Worker is the lead-level classification in the Water Distribution Maintenance Worker class series. This classification is distinguished from the Water Distribution Maintenance Worker because it provides lead direction, work coordination, and training to lower-level staff. This classification is distinguished from the other Maintenance Worker classifications by the focus on water distribution systems and infrastructure.

**SUPERVISION EXERCISED AND RECEIVED**

Receives general supervision from higher-level Public Works Department staff. Provides lead direction, work coordination, and training to lower-level staff.

**DUTIES AND RESPONSIBILITIES**

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

- Leads and performs work to assist in ensuring that all City water distribution infrastructure complies with the City's level of service standards; assists in identifying and requesting assistance for maintenance projects; locates, identifies, and repairs water main line or service line ruptures or breaks;
- Works with supervisory and management staff to identify priorities and estimate personnel, equipment, and materials needed for specific projects;
- Responds to customer service requests related to the water distribution system, including low water pressure, air pockets in lines, malfunctioning water meters, leaks, water quality issues, water billing questions or concerns; turns water on for new/returning customers; addresses delinquent accounts, including turning water service off;
- Maintains, repairs, and replaces water meters, hydrants, and valves to make sure that the infrastructure is in working order; flushes water main;
- Leads and performs work related to inspecting, maintaining, repairing, and replacing water tanks, water tank equipment, and surrounding landscaping; ensures tanks and related equipment are clean, accessible, and working properly; records a variety of information, including level of water and condition of pumps;
- Performs and responds to emergency calls, which may include assisting with the maintenance, repair, and installation of sewers, streets, water, and storm drain lines and services; maintains the required response time in order to answer emergency, afterhours, and weekend calls for service;
- Oversees and performs the handling and/or application of hazardous materials, fertilizers, herbicides, and other chemicals in accordance with applicable regulations and instructions;

- Maintains records of daily activities, purchase receipts, and inventories, including reading meters and test samples;
- Directs the operation and operates a variety of hand and power tools and light and heavy equipment in the performance of assigned duties; operates small trucks with manual or automatic transmissions;
- Treats all members of the public respectfully, courteously, and as a customer;
- Provides lead direction, work coordination, and training to other staff working on water distribution systems and related infrastructure;
- Completes special projects as assigned; assists other departments as assigned; and
- Performs related duties as assigned.

## **JOB-RELATED QUALIFICATIONS**

**Knowledge of:** Water system components and their uses, including water mains, transmission mains, water tanks, valves, pump stations, service lines, meters, and hydrants; principles, practices, and techniques of the installation, maintenance, and repair of water systems and related components; methods, practices, policies, tools, equipment, and materials associated with the work; construction, repair, and maintenance techniques and applications related to water systems and related infrastructure; principles and techniques of lead direction, work coordination, and training; public works construction, repair, and maintenance techniques and applications related to roads, sewer systems, and other public works infrastructure; safety hazards and applicable safety precautions associated with the work; effective techniques of communication, including verbal and written.

**Ability to:** Apply principles, practices, and techniques of water distribution maintenance and repair; think and act quickly in emergencies or unusual situations; provide effective lead direction, work coordination, and training; ensure safe work practices are observed; understand and carry out verbal and written instructions; assist with a variety of manual labor related to streets, water, sewer, and storm drain infrastructure; operate vehicle and heavy equipment; use hand and power tools; establish and maintain cooperative relationships with those contacted in the course of the work; adhere to prescribed policies, procedures, routines, and practices; carry out assignments with minimal instructions; read and understand written instructions, maps, equipment operation manuals, and other written documents associated with the work; effectively schedule work; effectively keep written records.

## **EDUCATION AND TRAINING GUIDELINES**

Any combination of experience and training that would likely provide the required knowledge and abilities. A typical way would be:

**Education:** High school diploma or equivalent (GED). Technical training in water distribution systems or related field is desirable.

**Experience:** Two (2) years of full-time experience in the installation, maintenance, and repair of water distribution systems with at least one (1) year of equivalent experience of a Water Distribution Maintenance Worker I with the City of Millbrae.

**Licenses:** Must possess and maintain a valid Class B California Driver's License with a satisfactory driving record and required air-brake endorsements. Must possess a Class D2 Water Distribution Certificate from the California Department of Health Services.

## **SPECIAL REQUIREMENTS**

Respond to work at any hour of the day or night, within designated timeframe, as required during afterhours, weekend service, and/or emergency situations; carry communication equipment in order to respond after work hours. Vision, hearing, and physical ability adequate to obtain and maintain a California Class B Driver's License; speak clearly and understandably. Requires moderate and sometimes strenuous exertion including bending, stooping, crouching, crawling, climbing, lifting, twisting, digging, carrying, and/or handling material weighing up to one hundred (100) pounds. Work in confined spaces and wear protective equipment. May work in conditions that require exposure to noise, odors, chemical and biological agents, gases, and contact with sanitary wastewater; work at heights up to 20 feet; work in varying temperatures of cold and heat, and in inclement weather for extended periods of time; work in conditions that may contain dust, mold, and various chemicals.