

**MCKINLEYVILLE COMMUNITY
SERVICES DISTRICT**

UTILITY MAINTENANCE WORKER

Division: Operations Department
Supervisor: Lead Person
Status: Non exempt (Hourly)

DEFINITION - Assisting crew members and working alone performing tasks as assigned in the day-to-day operations of the water, sewer, parks, streetlights and open space zone departments.

DISTINGUISHING FEATURES - This is a semi-skilled field position which involves learning, developing and applying skills and knowledge of procedures in the overall field operations.

PRIMARY DUTIES AND RESPONSIBILITIES - Duties include but are not limited to assisting in the installation, construction, repair, maintenance, inspection and operation of the water, sewer, parks, streetlights and open space system facilities; maintaining and operating small power/hand tools and equipment; performing grounds maintenance and maintaining facilities records. Maintaining and operating district vehicles.

SECONDARY DUTIES - Provides a variety of support services, on a monthly basis, reads all meters in the 19 meter routes of the service area. Records meter reads on computer-linked handheld unit. Coordinates meter reads and customer communications with designated Customer Service Representative. Performs field work (e.g. replaces water meters, follows up on service orders, etc.) as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (First Aid, CPR, Confined Space, etc.)

SUPERVISORY RESPONSIBILITIES - None

BASIC QUALIFICATIONS - Must possess a valid Class "C" California Drivers License, must upgrade the California Drivers License to a minimum of a Class B within one year of employment.

SPECIAL SKILL REQUIREMENTS - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

EDUCATION AND EXPERIENCE - High School Diploma or GED.

PHYSICAL DEMANDS OF THE JOB - As detailed in Exhibit 1 (attached to and incorporated by reference hereto).

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated _____

Employee Signature _____