

CITY OF OAK HARBOR

JOB DESCRIPTION

Title: *Water Specialist I*
Department: *Public Works*
Reports to: *Lead Water Specialist*
Status: *Non-exempt /Union*

Job Summary:

Read residential, commercial and industrial water meters. Perform the routine, specialized, and recurring maintenance, installation and/or repair work of the Water Division with responsibility for matters such as pump stations, wells, tanks, telemetry controls, automated systems, meters, fire hydrants, backflow preventer, transmission mains, water lines, vehicles, computers, instruments and other equipment. Utilize tools and, as authorized, equipment available to perform the work. Duties include customer service and training as well as special projects and other tasks that are associated with the water division. The Water Specialist I classification recognizes training and skill development needed in specialized water division functions as well as other public works divisions. Duties are performed with close direction until proficiency is demonstrated.

Essential Job Functions:

Work activities involve multiple skills and may include any or all of the following depending on area of assignment, crew needs, emergency services, special projects, and seasonal factors:

1. Monitor unusual trends in customer water consumption based on current and historical meter readings. Report irregularities to the lead, and finance department, as appropriate.
2. As requested and authorized by customers, inspect water lines and fixtures to identify leaks. Report findings to customers and water staff and refer unusual problems to other water division supervisors.
3. Inspect water meters for proper function; remove and replace malfunctioning meters using standard hand tools, and perform minor meter repairs by replacing broken parts. Maintain, clean, repair or replace meter lids and boxes as necessary.
4. Maintain areas around meter boxes for ready access; remove debris and control vegetation using gas powered line trimmer.
5. Promote water conservation practices, distribute public information to residential and commercial customers, and assist with meetings.
6. Use a variety of hand and power operated tools and equipment such as shovels, picks, rakes, crowbars, gas line trimmers, electric drills, wrenches, compressor and jack hammer, push mowers and riding mowers, portable asphalt/concrete saw, automobiles and pick-up trucks as necessary to accomplish primary work activities.
7. Under close initial direction until proficiency has been demonstrated, operate power equipment units such as single and tandem axle dump trucks, vacuum truck, crane truck and backhoe.
8. Perform assigned activities to check and maintain water pumping and treatment system, buildings and grounds water storage tanks, water piping systems, water telemetry system, and related equipment and facilities, for proper function and operation in accordance with established procedures. As authorized, make adjustments and repairs, log in readings.
9. Perform assigned activities to make service connections to water mains using special tapping equipment to install valves, lateral water lines, blow-offs, hydrants, meters and meter boxes. Lay and align pipe and accomplish hook-ups. Flush to test installation in accordance with established procedures. Backfill excavation using hand tools and compactor to complete surface restoration.
10. Read residential and commercial water meters in accordance with standard routes and procedures; install, repair and maintain water meters; conduct water disconnects and re-connects as directed.
11. Perform operator-level preventive maintenance checks of assigned vehicles and equipment prior to daily operation.
12. Perform work in accordance with sound safety practices.
13. Respond to all public inquiries in a courteous manner; provide information within scope of knowledge or refer to supervisor or other appropriate City employees.
14. Establish and maintain cooperative and effective working relationships with supervisors, co-workers, other departments, customers and the general public using good judgment to resolve customer complaints in a positive and timely manner using tact and courtesy.
15. Water sampling for bacteria, chlorine, fluoride, or other matters.
16. Maintain daily log and write reports.

17. Maintain confidentiality of sensitive information.
18. Perform work in other departments as assigned.

Associated Job Functions:

1. Attend various workshops, continuing education, meetings, seminars, and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Ability to learn and retain information pertaining to numerous water meter and water service locations.
- Good oral communication and customer service skills to interact with City staff and the public, respond to questions, provide information and help resolve situations in a courteous and helpful manner.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to gain a working knowledge of water construction, maintenance, repair practices and techniques, as well as public works operations, maintenance, customer service, and other functions.
- Ability to utilize a variety of hand and power operated tools, and equipment such as shovels, picks, rakes, crowbars, portable asphalt/concrete saws, asphalt distributor, gas powered compactor, radios, mowers and tractor mowers.
- Ability to wear and work with respirators and other safety equipment.
- Ability to read, interpret and follow oral and written instructions, City ordinances, policies and other standards.
- Ability to interpret information, reason, and use good judgment.
- Ability to perform work independently and in accordance with sound safety practices and equipment.
- Ability to read and interpret basic blue prints, specification and maps.
- Ability to perform basic data entry and retrieval functions using a personal computer.
- Ability to learn to proficiently operate specialized equipment such as water service trucks, vactor, computers, portable asphalt/concrete saws, gas powered tampers, single and tandem axle dump trucks, front-end loaders, tractors, equipment trailers, backhoes, as well as hand and power tools, and other divisional equipment for cross training or special projects.
- Ability to assess and respond or refer public inquiries, complaints and concerns.
- When assigned Standby Duty, must be able to respond to City owned facilities within 30 minutes.

Working Environment and Physical Demands:

Work is typically performed outdoors under dirty, uncomfortable, noisy, and hazardous conditions and in all types of weather conditions. Work requires manual dexterity, hearing and visual acuity, and the ability and stamina to perform heavy manual physical labor throughout a work shift, including to crawl, climb, bend, twist, stoop, kneel, perform repetitive lifting, as well as the ability to move in excess of 50 pounds. Work may be performed in confined spaces, elevated areas such as water tanks, bucket trucks or bridge scaffolding while using fall restraints. Requires ability to wear and work with respirators and other safety equipment. May involve exposure to hazardous chemicals or bloodborne pathogens. Work also involves equipment operation in heavy traffic, and excavating in proximity to overhead and underground utilities. Weekend and after-hours work is required as well as after-hours response to emergencies.

Experience and Training Requirements:

- High school diploma or GED equivalent, **and**
- One (1) year of general work experience such as maintenance, construction or building trades, **including** customer service duties and problem solving skills.
- Must obtain and maintain certification as Washington State Water Distribution Specialist within one (1) year of hire.
- Must obtain and maintain a Washington State Department of Transportation Certification in flagging, traffic control and safety within six (6) months of hire.
- Must obtain and maintain CPR and Industrial First Aid Certification within six (6) months of hire.
- Must obtain other specialized certifications in specific areas of work.
- Must pass a Criminal Background and Drivers Abstract check prior to hire.
- Valid Washington State Driver's License and a good driving record.
- Must be able to obtain a Commercial Driver's License (CDL) Class B with Tanker Endorsement, including Medical Certification within six (6) months of hire.
- Must be able to obtain security clearance for access to the local Navy base.
- Must pass drug screening at time of hire and periodically thereafter at the City's discretion.
- Skills test may be required.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Rep: Teamsters

Established: Hulbert 95, AK 7/98

FLSA: Non Exempt

Revised: NWM/HR 7/04, HR/PW 1/05, HR/PW 7/05, PW/HR 1/09, PW/HR 1/11, HR 3/12, HR 12/14, PW/HR 4/15

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.