

CITY OF OAK HARBOR

JOB DESCRIPTION

Title: *Water Specialist II*
Department: *Public Works*
Reports To: *Lead Water Specialist*
Status: *Non-exempt /Union (Teamsters)*

Job Summary:

Perform specialized and advanced water system maintenance, customer service, troubleshooting, rounds, installation, on call duty, repair and emergency service work. Apply knowledge of pump stations, wells, boosters, tanks, telemetry controls, automated systems, meters, fire hydrants, back flow preventers, transmission lines, water lines, vehicles, computers, instruments and other equipment; as well as training skills, inspections skills, special projects, perform educational and informational presentations, advanced skills such as welding, equipment design and fabrication, and customer-focused service functions. May lead and direct work activities of assigned employees, special project teams and work crews in the absence of the Lead Water Specialist.

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. Assist the Lead Water Specialist in day-to-day division planning, meetings and projects. Help coordinate activities with other divisions and departments, customers, contractors and other persons.
2. Inspect and check water pumps and storage tanks, piping systems, telemetry system and related equipment and facilities. Inspect customer water system equipment and heaters for leaks and advise customers of inspection results and recommendations. Accomplish adjustments and log in readings and recommendations.
3. Coordinate and perform assigned activities in the installation, repair and maintenance of water facilities, including associated distribution systems, buildings and grounds. May install and/or remove and replace sections of piping systems; disassemble pumps, valves and hydrants; repair and replace parts to restore system.
4. Coordinate and perform operations necessary to complete service connections to water mains. Use special tapping equipment to install valves, lateral water lines, blow-offs, hydrants, meters and meter boxes. Lay and align pipe and complete hook-ups. Flush and test installation. Backfill excavation using hand tools and power equipment. Complete surface restoration.
5. Respond to emergency situations with crew or independently in absence of lead or supervisors. Take action to bring the situation under control including coordinating with Fire and Police personnel.
6. Locate underground utilities utilizing maps, drawings and electronic devices. Mark location on the surface. Provide locate data to utilities, contractors, engineering and other persons.
7. Perform and document water quality sampling for bacteria, chlorine, fluoride and/or other matters.
8. Perform Standby Duty rounds and security checks. Inspect hydrants and backflow devices, and premises for cross connections. Follow state regulations and maintenance programs.
9. Proficiently operate division and other equipment such as water service trucks, front-end loader, vacuum truck, single and tandem axle dump trucks, boom truck and backhoe. Use a variety of hand and power tools and equipment such as shovels, picks, rakes, crowbars, trimmers, electric drills, wrenches, push mowers and riding mowers, compressor and jack hammer, portable asphalt/concrete saw and vehicles.
10. Read residential and commercial water meters in accordance with standard routes and procedures using AMR technology. Conduct water audits and meter trending. Install new water meters. May disassemble, repair, reassemble, test and maintain water meters.
11. Respond to customer and public inquiries in a courteous manner. Perform duties such as assessing concerns or complaints, problem solving and response efforts. Follow-up with customers or the public, other specialists, supervisory personnel or other colleagues when appropriate.
12. 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.
13. Assist with maintenance management program inventory, work orders and data entry and reports. Serve as a back-up to the Lead Water Specialist. Assist with water system plans and budgets as well as job plans.

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):

- Knowledge of Municipal water systems, controls, metering, plumbing and other systems, testers, basic electronics, troubleshooting, diagnostics and safety.
- Knowledge of City ordinances, regulations, policies, procedures and work practices related to water division responsibilities.
- Knowledge and ability to apply water division technical and specialty knowledge to resolve unusual or irregular problems, and to contribute suggestions for improvements in operations and procedures.
- Writing skills sufficient to maintain a daily log and write reports.
- Oral communication skills to communicate and coordinate with City staff and outside agencies.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to interpret, reason and apply good judgment in solving unusual work situations, special projects, customer service, or training problems, especially in non-routine, new or particularly troublesome aspects.
- Ability to read, interpret and apply written instructions, blue prints, technical manuals, City ordinances and applicable regulations and standards.
- Ability to post and establish safe work zones in public places using proper signing and flagging requirements.
- Ability to assist in leading the work activities of water division and seasonal or other employees.
- Ability to work independently.
- Ability to operate a personal computer, associated software, and the maintenance and inventory management system.
- Ability to assess and respond to emergency calls during off-duty hours.
- Ability to proficiently operate specialized and departmental equipment such as water service trucks, vactors, excavators, ditch witches, 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.
- Ability to maintain Water Specialist II performance requirements required for meter reads, rounds, locates, traffic control, safety, customer service and complaints; read and interpret blue prints, specifications and maps; sampling and water testing; and/or other matters.
- 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 traffic conditions in all types of weather conditions. Work requires manual dexterity, hearing and visual acuity, and the ability and stamina to perform heavy manual labor throughout a work shift, including to crawl, climb, bend, twist, stoop, kneel, perform repetitive lifting, operate equipment and repeatedly move items 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, with water related continuing education, workshops and classes, *and*
- Three (3) years of Public Works experience **with** a minimum of two (2) years as a water specialist with knowledge of the water system and skills in work planning, operations, customer service, and problem solving.
- Must obtain and maintain certification as Washington State Water Distribution Specialist and Cross Connection Control Specialist within six (6) months of hire.
- Must obtain and maintain 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 three (3) months of hire.
- Must be able to obtain other specialized certifications in specific areas of work.
- Must pass Criminal Background and Drivers Abstract check prior to hire.
- Valid Washington State Driver's License and a good driving record.
- Must have the ability to obtain a Commercial Driver's License (CDL) Class B with tanker endorsement, including Medical Certification, within six (6) months of hire. Must obtain CDL Class A within one (1) year 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 at the City's option.

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

FLSA: Non-exempt

Established: Hulbert 95

Revised: 6/98 AK, NWM/HR 7/04, HR/PW 07/05, PW/HR 01/09, PW/HR 01/11, HR 3/12, PW/HR 2/13, 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.