

East Wenatchee Water District

Job Description

For

Service Specialist

Job summary:

The position will work directly under the supervision of the District's Superintendent.

Responsible for a variety of skilled maintenance duties in the repair, maintenance and installation of the District's water distribution system and all associated District properties. Performs varied work and follows common safety practices to maintain these facilities.

The employee occupying this position shall continue to be on the "On-Call Roster" and their performance will be reviewed on an annual basis. This position is non-exempt and remains a Union position.

Essential Job Functions

- Provide customers with safe and reliable drinking water by planning and participating in this utility.
- Ability to establish and maintain effective working relationships with other employees.
- Participates in water system installation, maintenance and repair work.
- Apply good judgment and practical knowledge to resolve unusual or irregular problems in the area of work assigned.
- Responds to public requests/complaints in an efficient and tactful manner and must demonstrate good public relations.
- Ability to deal courteously and tactfully with District employees and the general public.
- Insures District policies and practices are met.
- Ability to maintain a safe work environment for him/herself and others, including the ability to follow safety protocols.
- Ability to use tools and equipment as detailed in this job description.
- Ability to meet the physical and mental capabilities of this job description, as detailed in this job description.
- Ensure the safe work of others and follow all safety procedures.
- Ability to read and understand construction drawings.
- Will be knowledgeable of and enforce standards and specifications of the District.
- Will participate in the District work areas.
- Work in a reliable, timely and efficient method.
- Keep supervisors informed and updated.
- Adhere to Cross Connection Control Program on all job sites.
- Be capable of preparing written reports on field related topics.

- Responsible for traffic control around construction sites including assembling and setting up traffic control devices such as barricades, cones and flag stands.
- Adhere to the APP (Accident Prevention Plan) of the District.
- Ability to perform the tasks required of the job with honesty, integrity and forthrightness.
- Other duties may be required as assigned.

Tools and Equipment Used

Power tools are required by the position including but not limited to; roto hammer, jack hammer, tapping machine, hand tools, compressor, power cutoff saw, compactor, gas powered pumps, asphalt saw, heavy equipment and all necessary safety equipment including gas monitors, tripods, harness, blowers for confined space entry, trench safety equipment and related traffic control devices.

Physical and Mental Capabilities

- The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions.
- While performing the duties of this job, the employee is required to regularly and frequently stand, walk, bend and twist, move up and down ladders and stairs, and have good hand/eye coordination and finger dexterity to handle, feel and/or operate objects, tools and controls. The employee must be able to understand the water system and be able to fix the system in emergency situations in accordance with applicable standards and regulations.
- The employee must lift/or move up to 50 pounds and occasionally 50-75 pounds.
- Sufficient manual dexterity to develop skill in the use/care of applicable tools and equipment.
- Ability to work outdoors for extended periods of time under unfavorable conditions.
- Ability to work in close quarters and confined spaces.
- Ability to perform work of varying difficulty. This will include heavy equipment operation.
- Ability to maintain focus, mental integrity, logic and problem solving throughout the performance of the job's duties.
- General knowledge of materials used to perform the work: various pipe types, fittings, valves and other water related apurtances associated with the water system.

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Job Conditions

- While performing the duties of the job, the employee regularly works outside. The employee is frequently exposed to wet and/or humid conditions. The temperature ranges for the work environment vary from above 100 degrees in the summer to below freezing in the winter.
- The noise level in the work environment ranges from quiet to vary loud and requires safety equipment as well as hearing protection.

Education/Experience/Special Requirements

- High school diploma or equivalent.
- Water construction operations and maintenance with a strong technical background in underground utility construction preferred.

- Certification as a Water Distribution Manager 1 by the Washington State Department of Health is required within 12 months.
- Certification as Washington State CCS. (Cross Control Specialist) required within 12 months.
- First Aid & CPR certifications required within 12 months.
- Traffic Control, Flaggers Certification required within 12 months.
- Possession of a valid State of Washington Class A CDL Driver's License required within 12 months and good driving record is required.

The duties listed above are intended as illustrations of the types of work that may be performed. The job description is subject to change as the needs of the employer and requirements of the job change.

Regular and consistent attendance is a condition of continuing employment.