



**July 2015  
FLSA: NON-EXEMPT**

## **FIELD OPERATIONS WORKER I/II**

### **DEFINITION**

Under direct supervision, performs a variety of routine to skilled work in the installation, repair and maintenance of the District's water distribution system and wastewater collection system; may obtain water and other meter readings; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Direct supervision is provided by an assigned Field Operations Supervisor. Technical or functional supervision may also be provided by the Senior Field Operations Worker (Senior Maintenance Worker). May provide technical and functional direction to lower-level staff.

### **CLASS CHARACTERISTICS**

Field Operations Worker I: This is the entry-level class in the Field Operations Department. Initially under close supervision, incumbents with basic maintenance experience learn District infrastructure, systems, and facilities, use of tools and equipment, and a wide variety of practices and procedures. As experience is gained, assignments become more varied and are performed with greater independence. This class is alternately-staffed with Field Operations Worker II and incumbents may advance to the higher level after gaining the knowledge, skill, experience, licenses and certifications which meet the qualifications for and demonstrating the ability to perform the work of the higher-level class.

Field Operations Worker II: This is the journey-level class in the Field Operations Department that performs the full range of duties required to ensure that District infrastructure, systems, and facilities to which assigned are maintained in a safe and effective working condition and provide the highest level of safety for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the maintenance and repair of assigned facilities and systems. This class is distinguished from Senior Field Operations Worker In that the latter is responsible for technical and functional direction over lower-level utility Field Operations staff and is capable of performing the most complex duties assigned to the division.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

#### **When performing the water distribution systems assignment:**

- Performs a variety of semi-skilled work to inspect, maintain and repair valves, meters, water distribution pipelines and related appurtenances.
- Inspects water services for compliance with established codes and/or damaged or worn parts, and makes repairs as necessary.

- Performs valve maintenance and leak detection with the use of electronic devices.
- Installs and replaces water and fire services and hydrants, including installing parts, and fittings.
- Maintains and repairs fire hydrants, including performing scheduled maintenance and making any repairs.
- Performs various maintenance duties, including removing and installing meters and making minor meter repairs.
- Reports water service defects and public safety hazards, including providing exception list information and reporting hazards to supervisors.
- Reads and services customer water service meters; turns water service on or off.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the District's wastewater infrastructure system.
- Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.

**When performing the wastewater collections systems assignment:**

- Maintains the District's wastewater collection system in a safe and sanitary manner to ensure safe conditions for the District, including repairing broken wastewater mains and parts, and hydro cleaning to ensure clean and open distribution.
- Operates specialized vehicles and a variety of light, medium, and heavy equipment related to the construction, maintenance, and repair of the District's wastewater infrastructure system.
- Inspects and tests lines in the collection system visually or using closed-circuit television devices and other specialized testing equipment.
- Cleans the collection system using appropriate rodding or high velocity cleaner equipment.
- Inspects and maintains wastewater lines and manholes to ensure compliance with established codes.
- Provides installation, maintenance, and repair of wastewater mains and laterals.
- Operates and maintains the District's close circuit television system and equipment used to monitor and prevent problems in the wastewater system.
- Installs and maintains wastewater manholes, and makes minor repairs as directed.
- Installs new wastewater laterals and mains, including hooking up laterals for new home construction.
- Transports contaminated soils and raw sewage to designated areas for proper disposal.
- Performs asphalt and concrete repair and patchwork; removes trees, brush, and debris from right-of-ways to access sewer main lines and laterals.
- Installs and maintains different metering devices throughout the District's infrastructure to monitor wastewater flows.

**When performing the construction assignment:**

- Uses pavement breaker to begin trenches or make minor excavations, places shoring where required, and makes necessary installations and repairs to both the distribution and collection system pipelines.
- Operates and maintains light, medium, and heavy duty equipment and trucks appropriate for the construction, maintenance, and repair of the District's infrastructure.
- May learn how to operate a backhoe loader, compressor, trencher, and various power and hand tools.
- Assists in backfilling excavations and applies temporary resurfacing to repair area.

- Raises, sets and seals valves and manholes as required.
- Reads and interprets maps and diagrams in the performance of the work.

**When performing all assignments:**

- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Maintains light, medium, and heavy-duty equipment and trucks appropriate to the functional area of assignment.
- Operates a variety of hand and power tools and equipment related to work assignment as instructed.
- Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
- Installs street barricades and cones, and controls traffic around work sites to ensure safe conditions for the general public and District workers.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Answers inquiries from citizens regarding work performed; maintains accurate records of work performed.
- May assist other District crews in emergency or relief situations.
- Performs confined space entry and rescue operations.
- Responds to after-hours emergencies.
- Performs related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Maintenance principles, practices, tools and materials for maintaining and repairing water distribution systems, including water hydraulics, valves, pipe materials and water service components; wastewater collection systems, including gravity and pressurized wastewater lines, manholes, wastewater cleanouts and other related facilities and equipment.
- Basic principles and practices of the design and fabrication of specialized tools or equipment used for the maintenance and repair of District infrastructure, which may include arc, mig and gas welding, and oxygen acetylene cutting.
- The operation and minor maintenance of a variety of hand and power tools, vehicles and power equipment.
- Basic traffic control procedures and traffic sign regulations.
- Mathematics as related to water and wastewater industry.
- Safety equipment and practices related to the work, including the handling of hazardous chemicals.
- Safe driving rules and practices.
- Basic computer software related to work.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

**Ability to:**

- Perform construction, modification, maintenance and repair work on water distribution and wastewater collection systems, facilities and equipment such as found in the District, and streets.
- Operate specialized maintenance and repair equipment related to water and wastewater main cleaning.
- Perform a variety of fabrication and design duties, which may include arc, mig and gas welding, and oxygen acetylene cutting.
- Set up and operate traffic area construction zones, including cones, barricades and flagging.
- Locate underground utilities by use of blue prints and electronic locating equipment in accordance with Underground Service Alert (USA) regulations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate arithmetic calculations.
- Read and interpret construction drawings and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and equipment required for the work.
- Perform routine equipment maintenance.
- Maintain accurate logs, records and basic written records of work performed.
- Follow department policies and procedures related to assigned duties.
- Understand and follow oral and written instructions.
- Organize own work, set priorities and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**Education and Experience:**

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Field Operations Worker I and II: Equivalent to the completion of the twelfth (12<sup>th</sup>) grade.

Field Operations Worker I: One (1) year of experience in the maintenance and repair of underground utilities or general construction.

Field Operations Worker II: In addition to the above, one (1) year of experience equivalent to Field Operations Worker I at LACSD along with the below licenses and/or certifications.

**License:**

Field Operations Worker I

- Valid California class C driver's license with satisfactory driving record.
- Must be able to obtain a Class B California drivers license with air brake and tank endorsements within 12 months of entry into the position.
- Within 18 months of the date of entry into the position, must obtain either a Grade I Water Distribution Operator Certificate issued by the State Water Resources Control Board (SWRCB) OR a Grade I Collection System Maintenance Certificate issued by the California Water Environment Association (CWEA).

- Within 24 months of the date of entry into the position, must obtain a Grade I Water Distribution Operator Certificate issued by the SWRCB AND a Grade I Collection System Maintenance Certificate issued by the CWEA.

Field Operations Worker II:

- Valid California drivers license Class B with air brake and tank endorsements.
- Grade II Water Distribution Operator Certificate issued by the SWRCB, OR a Grade II Collection System Maintenance Certificate issued by the CWEA.
- Grade I Certificate in the opposite certification program issued by the SWRCB or the CWEA.

**PHYSICAL DEMANDS**

Must possess mobility to work in the field; strength, stamina and mobility to perform medium to heavy physical work, to work in confined spaces, around machines and to climb and descend ladders, and operate varied hand and power tools and construction equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds and heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

Must be willing to work weekends, holidays, and off-hour shifts and must live within 45 minutes of the Field Operations facility for emergency callback response.

*Management reserves the right to add, modify, change or rescind the work assignments of any positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Duties, responsibilities and activities may change at any time with or without notice.*