

Amador Water Agency

Job Title: CONSTRUCTION I / II / III
FLSA Status: Non-Exempt
Approved Date: December 14, 2017
Bargaining Unit: General Unit- AWA Employee's Assn

Classification specifications (job description) are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Specifications are intended to outline the minimum qualification for entry into the classification and not intended to reflect all duties and responsibilities of an incumbent in the classification.

SUMMARY

Under direction of the Construction Supervisor, performs new construction, repair, installation, preventative and corrective maintenance activities on Agency water and wastewater facilities and equipment. In addition, as needed, incumbents in this class perform underground televised water and wastewater line inspection and hydro cleaning of sewer lines; assist in inspecting and performing preventative maintenance of water/wastewater pipelines and facilities, servicing and mechanical repair of stationary pump and lift stations and mobile equipment; clean, inspect, and repair water meters.

SUPERVISION

No direct supervision of staff is exercised by Construction I or II levels; Construction III may be directed to serve as lead on individual projects or assignments.

CLASS CHARACTERISTICS

The levels in this class are distinguished by experience in construction/installation of underground utilities, general construction/fabrication skills, and ability to use independent judgment in completing assigned tasks with minimal direction/supervision. Higher levels of this class are expected to demonstrate higher level skills in a wider range of construction activities, complete work of a consistently high quality and exercise good problem solving skills in overcoming challenges during the course of construction work.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Construction I – is the entry level class in this series. Under close supervision, incumbents with prior maintenance and construction experience of underground utilities learn the Agency's standards, systems, facilities, practices and procedures. Incumbents possess craft-level skills in one or more areas of construction, but are not yet full journey status. Incumbents may advance to the next level after gaining the knowledge, skills, experience, licenses and certifications which meet the qualifications of the higher-level class and after demonstrating the ability to perform the work of the higher class.

Construction II – is capable of performing a wide variety of construction and repair tasks to ensure that Agency systems and facilities are built and maintained in a safe and effective working condition. Responsibilities include performing work in all maintenance areas in all locations of the Agency, depending upon the immediate needs of the Agency. While incumbents may possess craft or journey-level skills in one or more areas of activity, all are expected to be able to perform basic

maintenance repair in all areas of assigned work.

Construction III – is the full journey-level within this class. This level is distinguished from lower levels through demonstration of thorough knowledge of state and local regulations and requirements regarding the installation/construction of underground utilities, ability to lead special assignment, have received advanced training and obtained certification requirements. While incumbents may possess journey-level skills in one or more areas of construction related activity, all are expected to be able to perform basic maintenance and repair in all areas of construction and repair of Agency systems and facilities. This level must demonstrate experience that would enable the incumbent to serve successfully as a crew leader on specific projects, including all required time/cost recording/reporting for the project and be responsible for site safety.

EXAMPLES OF DUTIES (Illustrative only)

- Participates in the construction, maintenance and/or repair of the Agency's water distribution and treatment systems, wastewater collection and treatment systems and associated facilities
- Performs heavy manual labor including digging, lifting, setting, fitting, attaching, rigging, etc. under varying weather conditions
- Builds, replaces, repairs and adjusts manholes, frames and covers, catch basins and other drainage facilities; sets roadway valve box casings as required
- Constructs, installs, troubleshoots and repairs potable water pipelines, fittings, valves and fire hydrants; and taps and repairs water service lines; performs testing for integrity of all fittings
- Assists with maintenance activities as directed, including installation and repair of fire hydrants, water meters, valves and pumps of various types, identifying and troubleshooting leaks
- Operates various hand and power tools, including but not limited to jackhammer, pavement breakers, pick, shovel, various wrenches, air compressors, rodding and/or boring machines, pumps of various types; various jet-wash/vacuum trucks, saw, nail guns
- Removes and replaces various types of pavement
- Constructs and sets forms, fabricates steel reinforcements, pours concrete for footings, foundations and flatwork; finishes exposed aggregate concrete
- Installs or assists in installing sub-flooring and flooring; constructs inner and outer walls on buildings; constructs or replaces roofs
- Renovates, installs or assists in installing plumbing, electrical, heating and cooling systems in buildings; installs sinks, toilets, water heaters and other fixtures
- Paints buildings and other structures using sprayers, brushes or rollers; applies other interior finishes
- Performs carpentry; constructs boardwalks, stairs and platforms
- Operates vehicles or related heavy equipment including trucks, backhoes, video equipment and video trucks, and related construction equipment as required
- Sets up traffic control and safety equipment when using vehicles on a street or roadway; and uses personal protective equipment, safety equipment and observes all safety policies/procedures of the Agency
- Notifies supervisor of the need for additional materials, repairs or additional maintenance; and prepares work orders or notes service requirements
- Performs installation, maintenance and repair of wastewater collection main and lateral service connections
- Receives general administrative direction; assignments may be accompanied by blueprints, penciled layouts or sketches; work is reviewed while in progress and upon completion through inspections

- Services and maintains construction and mobile equipment in a clean, orderly condition; makes minor repairs as needed
- Reports to work on time fully prepared to perform assigned work
- Perform standby assignments for holiday or other required weekends
- Respond to after hour repairs, on call and emergency situations
- May be expected to master computer or control applications related to work

Higher Levels of the class may have added duties/responsibilities, including, but not limited to:

- Using software including GPS, GIS, scheduling, progress reporting, time recording and cost management software tools
- Effectively managing subcontractors and Agency staff to ensure on-time and on-budget project delivery
- Assisting in the preparation of construction project budgets/cost estimates

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

KNOWLEDGE, SKILLS AND ABILITIES

- Applicable State and Federal laws, codes and regulations
- English language usage, spelling, grammar and punctuation
- General working knowledge of, or the ability to learn, the operation of water distribution and wastewater collection system structure and operation
- Principles, practices, tools, equipment and supplies required to maintain and repair water distribution and/or wastewater collection systems, including underground water and wastewater collection lines and pumping/lift stations
- OSHA, CalOSHA and Agency rules and regulations related to safety, particularly associated with construction of underground utilities, identification of precautions for and emergency response to biological, chemical, electrical, mechanical hazards, asphyxiation, toxic and explosive gases and vapors and confined space entry
- Knowledge and use of appropriate personal protective equipment
- Ability to complete semi-skilled and skilled work assignments in multiple building-related trades
- Basic principles and practices of equipment servicing and repair
- Pipefitting and rigging
- Mechanical skills; welding, including fabrication
- Interpret and work from sketches, penciled layouts and blueprints
- Power tools and their safe handling; various machines/heavy equipment and their safe handling
- Basic mathematical calculations including fractions, decimals, percentages and the metric system
- Basic mechanical, electrical and hydraulic principles
- Basic computer skills, including Word, Excel, email, CMMS and document storage
- Basic operational and maintenance practices of electrical motors, pumps and circuitry
- Basic knowledge of construction scheduling for timely arrival of equipment and material
- Performing skilled and semi-skilled work related to the installation, inspection, maintenance and repair of underground water and sewer lines and pump and lift stations

- Responding effectively to emergencies and troubleshooting issues
- Reading maps, manuals and specifications
- Principles of purchasing, in accordance with Agency policies and procedures
- Establishing and maintaining effective working relationships with internal and external contacts, employees, vendors, customers, etc.

EDUCATION and/or EXPERIENCE

Construction I – High school diploma or GED with a minimum of three (3) years prior experience in construction, two (2) years of experience in construction/installation of underground utilities preferred. One (1) year mechanical maintenance experience and/or experience in maintaining underground pipeline can replace one year of construction experience.

Construction II – the above with five (5) years total construction experience; at least three (3) of semi-skilled construction experience in water distribution and wastewater collection systems. Must have two (2) years' experience at a level equivalent to that of Level 1.

Construction III – the above with journey level experience. Eight (8) years total construction experience in installation of underground utilities, at least three (3) years of experience at a level equivalent to Level II. Formal coursework in construction technology, construction management or similar program is desirable.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid California Driver's License with a continuing acceptable driving record.

Construction I – Must obtain State Water Resources Control Board Distribution Operator Grade 1 within 12 months of employment. Must obtain Class A license, backhoe and forklift certification within 12 months of employment; and have basic knowledge of OSHA/CalOSHA construction safety regulations.

Construction II – In addition to the licenses and certifications for Level 1, incumbents must obtain a Class A with air brake and tank endorsements. The Distribution Grade 1 certification is required and a Collections Grade 1 from CWEA is desirable to have and/or obtain.

Construction III – In addition to the licenses and certifications for the Level 1 and 2, incumbents are required to obtain Distribution Operator Grade 2 certification and obtain a Collections 1 certification from CWEA.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; and talk or hear. Climb ladders, descend into manholes/confined spaces; utilize trenching and shoring. The employee frequently is required to reach with hands and arms. The employee frequently is required to stand; walk; climb or balance; stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to risk of electrical shock. The employee frequently works near moving mechanical parts and in outside weather conditions and is occasionally exposed to toxic or caustic chemicals. The noise level in the work environment may be loud.

Created: 10/2017