



Filing Deadline: Friday, February 24, 2017

**City of Coeur d'Alene
Equal Employment Opportunity
Utility Worker II**

Description: Performs diverse office and field duties for the Water Department, including skilled installation, maintenance & repair duties of the city water supply, transmission & distribution systems to include the Cross Connection Control, Construction Permit Program and field locates to meet needs of the public, customers and staff as well as responding to public inquiries & problems, reading meters, taking water samples, monitoring test dates, creating tap cards, & attending various water related meetings. An employee in this class performs similar functions as the Utility Worker I with more complex tasks involving problem-solving and situational responses and exercises lead duties over other employees. Utility Worker II's are required to have a Class II Water Distributions or Water Treatment Certification. The work is performed under the indirect supervision of the Assistant Superintendent and the direct supervision of the utility supervisors. The principal duties of this class are performed both in an office environment and outdoors and include working in adverse weather conditions and hazards involving the use of power tools, high voltage and equipment. Leeway is allowed for independent judgment and initiative.

Wages and Benefits: Starting wage is \$18.55 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. This position is supplemented by a generous benefit package ([summary of benefits](#)) and membership in PERSI (Public Employee Retirement System of Idaho) is required.

Acceptable Experience and Training: High school diploma or GED equivalency; and four (4) years previous experience performing similar duties; and Water or Water Treatment II certification (CEUs are required each year to maintain certification); or any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications:

- Idaho Water Operator Certification, Class II or higher;
- Class "B" CDL;
- Certified Flagger Card;
- Ability to obtain and maintain CPR Certification.

Knowledge, Skills and Abilities

Knowledge of:

- Supervisory principles and practices;
- Mechanical apparatus and methods and techniques for water main installation;
- Methods, equipment, materials, tools, and standard practices for the operation and maintenance of water mains, wells and booster stations;
- Water sampling and testing procedures and standards;
- Federal (EPA) and State (DEQ) water quality standards;
- Personal computer operation and related applications software including database and word processing ;
- Federal (OSHA) regulations and City policies regarding safe work.

Ability to:

- Follow written and oral instructions;
- Perform basic mathematical computations;
- Work independently with little or no instruction;
- Exercise initiative, independent judgment, and act resourcefully;
- Plan and manage projects;
- Create and maintain comprehensive records and files;
- Read and interpret meters, gauges, control panels, and testing and monitoring equipment;
- Operate and adjust manual and automated valve, pump, and control systems;

- Operate a motor vehicle;
- Operate heavy equipment;
- Operate hand tools;
- Operate standard office equipment, including a computer using program applications appropriate to assigned duties;
- Make visual inspections and adjust processes accordingly;
- Prepare written reports, correspondence, memoranda and other material requiring judgment as to content, accuracy and completeness;
- Maintain system performance records;
- Communicate effectively with the public and other employees.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Provides direction and initial training to Utility Worker I;
- Provides customers with information about water service, fees, maps, and specifications;
- Responds to the more complex or controversial field issues or problems;
- Responds to customer questions, requests, comments, and complaints both in the field and in the office;
- Inspects new water system installation to ensure compliance with City, State and Federal specifications;
- Records as-built information for subdivisions and for individual water services;
- Operates backhoe and trenching equipment to lay new or replace water main lines including thrust blocking and other associated plumbing;
- Operates pneumatic jacking machine and other equipment in the installation of new services;
- Reads water meters;
- Operates radio read equipment, downloads data, and performs rudimentary trouble shooting with the equipment and associated software;
- Services and repairs water meters;
- Delivers service notifications , turns services on and off;
- Performs installation and repair of water service connections and water lines, water mains and fire hydrants;
- Performs minor repairs to storm and sanitary sewer lines;
- Responds to customer complaints regarding consumption and provides field explanations of meter readings and billing procedures;
- Works with contractors, builders and engineers to review specifications and identify needed changes and adjustments or deviation to previously approved engineering plans;
- Attends project review meetings and provides basic water system information including pipe locations, description of Departmental policies and fees.
- Formats and processes work orders and routes to appropriate staff and or departments;
- Participates in work zone safety procedures including traffic flagging, setting up warning signs as required by State and Federal regulations;
- Monitors and maintains water pumps and records data;
- Troubleshoots, modifies, and repairs meters, and sensors for the system's controllers;
- Designs, installs, modifies, repairs, operates and troubleshoots electrical systems;
- Monitors test dates for water quality, requests waivers, updates staff on changes, processes chlorine monitoring reports. Takes water samples for delivery to testing laboratory;
- Reviews operation of pumps and reservoirs for setting adjustments;
- Oversees the cross connection program;
- Maintains well houses, booster stations and grounds;
- Operates a variety of hand tools and power equipment including but not limited to jackhammers, electrical testing equipment, metal detector, welder, hand held meter data collection device;
- Operates heavy equipment including, but not limited to backhoe, dump trucks, forklifts, etc.

Other Duties and Responsibilities

- Performs other related duties as required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions, communicate with other employees and the public, and discern warning or emergency alarms, including vehicle backup warnings;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and work orders, technical and operational documents;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a variety of power and hand tools and to make adjustments to equipment;
- Sufficient body mobility, flexibility, stamina, and balance to perform operation and maintenance tasks which require pushing, pulling, bending, twisting, and lifting, climbing and working on structures up to 160 feet, working in and around fast moving traffic and in enclosed and confined spaces, and ability to lift objects over 90 pounds.

APPLICATION PROCEDURE: Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application and Resume to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is Friday, February 24, 2017 at 5:00p.m. Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your City of Coeur d'Alene application.

The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.