



**COUNTY OF LAKE**  
**Invites applications for the position**  
**of:**

**EXTRA HELP – UTILITY WORKER I/II**

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**SALARY: \$18.37 - \$24.65 per hour**

The Lake County Special Districts is currently seeking an Extra Help Utility Worker (**Full Job description, including minimum requirements are below**) This extra help position is limited to no more than 25 hours per week and no more than 900 hours per year. Incumbents are paid only for hours worked, and are entitled to legally mandated benefits, which does not include paid vacation or holidays. Extra help employees do not have status with the County.

Please complete a hard copy application, available on the County website or in person at the Human Resources Department and indicate “Extra Help Utility Worker I/II” as the title of the position on the application.

**Applications may be submitted in person or by mail to the below address:**  
**Human Resources Department, 255 North Forbes St, Lakeport, CA 95453 or**  
**Special Districts 230 North Main St. Lakeport, CA 95453**

## **UTILITY WORKER I**

### **DEFINITION**

Under direct supervision, performs a variety of tasks in the installation, maintenance, and repair of treatment plant facilities, roadways, water and sewer lines, pumping stations, and associated equipment; performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class in the Utility Worker series. Incumbents learn and perform a variety of routine tasks in the repair of treatment plant facilities, roadways, water and sewer lines, pumping stations, and associated equipment. This class is distinguished from the Utility Worker II in that the incumbent performs a narrow range of assignments under direct supervision.

Positions in the Utility Work class series are flexibly staffed. 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.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direct supervision from the Utility Area Superintendent. Exercises no direct supervision over staff. May provide technical and functional direction to assigned staff.

### **EXAMPLES OF ESSENTIAL DUTIES**

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Performs preventive maintenance and repair of wastewater treatment plants and collection systems, water treatment plants and distribution systems, pumping plants, water and sewer mains and service lines, pumps, tanks, wells, hydrants, motors, and associated equipment; installs pumps and motors.
- Patches and repairs roadways, bridges, and easements.
- Assists with the maintenance and repair of electrical, mechanical, pneumatic, and hydraulic systems and control equipment.
- Installs water and sewer lines for service connections; cleans and clears sewer lines.
- Completes projects in conformance with requisite work and safety standards.
- Operates and performs basic maintenance on pipeline video inspection equipment.
- Operates, cleans, and performs routine maintenance on hand and power tools, pressure washers, jet rodders, cable rodders, vacuum trucks, cranes, dump trucks, sewer cleaning trucks, backhoes, and other equipment, as assigned.
- Responds to customer complaints and performs field investigations.
- Responds to off-hour emergencies, risks to public safety, and/or health code violations, as assigned.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Basic safety principles and codes applicable to treatment plant facilities, roadways, water and sewer lines, pumping stations and associated equipment operation, maintenance, and repair work.
- Basic methods, equipment, and procedures used in the installation, maintenance, and repair of treatment plant facilities, roadways, water and sewer lines, pumping stations, and associated equipment.
- Basic operation and use of power-driven and heavy equipment applicable to public utility operations and maintenance.
- Applicable business equipment and software applications.
- Customer service principles and techniques.
- Proper English spelling, grammar, and punctuation.
- Basic arithmetic concepts.

### **Ability to:**

- Perform a variety of skilled and semi-skilled work in the installation, maintenance, and repair of water, sewer, and wastewater treatment equipment and systems.
- Read, understand, and apply all pertinent laws, codes, regulations, ordinances policies and procedures, applicable to public utility operation, maintenance, and repair work.
- Operate and maintain hand and power tools; testing equipment; and heavy equipment, as assigned.
- Perform accurate arithmetic calculations.
- Recognize and locate conditions, which require maintenance and repair.
- Maintain a sanitary workspace.
- Communicate effectively, both orally and in writing.
- Utilize a computer and relevant software applications, as assigned.
- Regularly work well under pressure and meet critical deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, customers, and the public.

### **Licensing and Certifications:**

Possession of a valid California Class C or higher driver's license with tank and air brake endorsements.

Possession of, or ability to obtain, a valid California Class A Driver's License within twelve (12) months of appointment.

Possession of valid California Grade D1 and D2 Distribution Operator Certificates obtained within eighteen (18) months of appointment

Possession of valid certificates for FEMA ICS 100 and ICS 700.

Incumbent must maintain compliance with California mandated licensing and certification requirements for this position.

**Education and Experience:**

Experience performing the installation, maintenance, and repair of water and/or wastewater systems is highly desirable.

Additional directly related experience and/or education may be substituted.

**WORKING CONDITIONS, ADA, AND OTHER REQUIREMENTS**

The County of Lake is an equal opportunity employer. The County of Lake will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Light Work:** Exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for light work.

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Heavy Work:** Exerting 50 to 100 pounds of force occasionally, and/or 20 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects.

Positions in this class drive and operate heavy equipment such as trucks, cranes, backhoes, and sewer cleaning machines.

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures; loud noise; fumes, noxious odors, dust, mist, gases, hazardous chemicals, and poor ventilation; underground, confined or restricted workspaces; and electrical currents & high voltage.

Positions in this class may require local and statewide travel, as necessary.

**Special Work Hours:** Incumbents must be willing to respond to emergency situations during off-hours and work beyond normal working hours, including weekends and holidays.

**Disaster Service Workers:** As members of the County of Lake Emergency Services Organization, all Lake County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department/county.

**The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Lake assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a “meet and confer” process and are subject to the Memorandum of Understanding currently in effect.**