

MAINTENANCE INTERN

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

DEFINITION

Assist in performing a variety of routine tasks in the maintenance, repair and construction of underground water pipeline systems including: piping, valves, meters, other appurtenances, canals, canal flow control structures, related water distribution facilities and water distribution facilities and construction maintenance and repair of roads, drainage ditches and general right-of-way maintenance.

DISTINGUISHING CHARACTERISTICS

This is a temporary intern position in the Maintenance Department. This position operates under the specific supervision of the Operations & Maintenance Manager and with guidance from senior positions in the O&M Department.

ESSENTIAL FUNCTION STATEMENTS

- ❖ Perform varied maintenance and construction work for flood control and water distribution facilities and properties.
- ❖ Construct, maintain and repair flood control and groundwater recharge facilities; patch cracks; build and remove small dams and lay riprap; perform concrete work; break and remove rubble, place forms and install reinforcements; mix, pour and finish cement.
- ❖ Assist in cleaning up work sites; ensure proper disposal of hazardous materials as established by District guidelines.
- ❖ Assist in performing preventive maintenance on pumps, valves and other water distribution facilities; assist craft and technical staff in various mechanical, electrical, carpentry and painting work.
- ❖ Perform traffic control functions; set up traffic warning devices and barricades; direct traffic around work sites.
- ❖ Operate and maintain a variety of maintenance equipment including hand, air and power tools, generators, compressors, cement mixers, trucks, tractors and forklifts.
- ❖ Check job site for potential hazards; determine precautions for safe equipment operation; perform assignment in compliance with safety regulations.
- ❖ Haul equipment to and from job sites; inspect equipment, make operating adjustments and perform minor preventative maintenance and repair.
- ❖ Performs other related maintenance and operations duties as assigned.
- ❖ Operates and maintains to District and other safety policies and requirements, light equipment up to $\frac{3}{4}$ ton pickups.
- ❖ Assists in the repairs, replacement and construction of various types of water distribution pipelines ranging in diameter up to 36".
- ❖ Assists in the inspection, replacement of air valves, butterfly valves, gate valves and meters ranging in size up to 24".
- ❖ Assists in the installation and repair of meters and reads water delivery meters.

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- ❖ Assists in the monitoring, recording and reporting of groundwater seepage, well and ground extraction well water levels.
- ❖ Operates portable air compressor, pumps, compaction equipment, spray equipment and pneumatic power and hand tools.
- ❖ Prepares metal and other surfaces for and makes application of material restoration and protective coating systems.
- ❖ Cuts, burns, sprays and disposes of undesirable vegetation including the use, under appropriate supervision, of hazardous chemicals.

Typical Physical Activities

- ❖ Travels routinely and regularly by vehicle on and off-road.
- ❖ Regularly uses two-way radio and telephone for communication.
- ❖ Walks and works on uneven terrain.
- ❖ Uses, under appropriate supervision, various hazardous materials.
- ❖ Works out of doors in all kinds of weather.
- ❖ Ascends and descends stationary ladders up to 135' in height.
- ❖ Works in confined spaces.
- ❖ Heavy and repeated lifting up to 100 pounds.
- ❖ Works with hand tools and portable equipment for extended periods of time.

EMPLOYMENT STANDARDS

Knowledge of:

- ❖ Basic operational characteristics of maintenance, hand and power equipment and tools.
- ❖ Basic occupational hazards and standard safety practices.
- ❖ Basic methods and techniques of construction maintenance.

Ability to:

- ❖ Learn practices, procedures, methods, tools and equipment used in the construction, maintenance and repair of water distribution and flood control facilities.
- ❖ Perform routine basic mathematical calculations.
- ❖ Operate a variety of maintenance, construction, carpentry, painting, mechanical and plumbing hand and power tools in a safe and effective manner.
- ❖ Learn to read and interpret maps, blueprints and specifications.
- ❖ Learn to perform traffic control functions.
- ❖ Learn to perform a variety of preventative maintenance on District facilities.
- ❖ Learn methods and techniques of concrete finishing.
- ❖ Perform heavy manual labor.
- ❖ Establish and maintain effective working relationships with those contacted in the course of work.
- ❖ Work cooperatively with others.
- ❖ Deal tactfully with the public.

DESIRABLE EXPERIENCE AND EDUCATION

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Any combination of experience and education (training) that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

- ❖ One (1) year of general construction, water utility or other water system construction maintenance or repair work. Desirable not required.

Education:

- ❖ Completion of the twelfth grade, or equivalent.

SPECIAL REQUIREMENTS

- ❖ Possession of a valid California Driver's License issued by the State Department of Motor Vehicles and a driving record acceptable to the District's automobile insurance provider.
- ❖ Possession of Grade 1 Distribution Certificate (D1) issued by the State of California

Adopted: 6/7/17

Approved:

Jeff Cattaneo
District Manager