Henry Miller Reclamation District

POLICIES AND PROCEDURES MANUAL

Policy Title:	Job Description	**Department:**	Maintenance
Job Title:	Maintenance Worker 1 Maintenance Worker 2	**Salary Step:**	24-1 through 24-5 28-1 through 28-5
Employment Classification:	Full-Time Non-Exempt	**Salary Range:**	See Current Salary Schedule

JOB SUMMARY:

Maintenance 1:

This is an entry level position with close supervision performing assigned duties with detailed instruction. This position performs a variety of maintenance and construction tasks associated with the installation, repair and maintenance of irrigation canals, drains, irrigation ditches, pipelines, crossings, and other related facilities along with the control and management of invasive weeds, vegetation, and pests. Operate a variety of light construction equipment and vehicles; perform pick and shovel work. Perform other duties as assigned.

Maintenance 2:

This is a journey level position responsible for performing assigned duties without detailed instructions, only occasional instructions as new or unusual situations arise. This position performs a variety of maintenance and construction tasks associated with the installation, repair and maintenance of irrigation canals, drains, irrigation ditches, pipelines, crossings, and other related facilities. Operate a variety of construction equipment in a skilled manner for installation, maintenance or repair of pipelines and related structures; perform pick and shovel work. Perform other duties as assigned.

Supervision Received

Receives direct supervision from the Maintenance Supervisor or designated person(s).

Essential Job Functions:

- Construct, install, maintain, and repair a variety of District water systems and conveyance facilities, pumping stations, canals, ditches, pipelines, drainage facilities, and buildings and grounds, using various construction and power equipment.
- Construct and set forms; bend and tie rebar and set grade according to specifications; pour and finish concrete for construction or repair of concrete structures.
- Perform equipment excavation, trenching, and re-fill of work area for installation, maintenance or repair of pipelines and related structures; perform pick and shovel work.

- Perform various routine maintenance duties including painting, mowing, debris removal, trash pick-up, disposal, and other maintenance needs throughout the District.
- Drive dump trucks to haul supplies, materials or pull other wheeled equipment.
- Enter confined spaces to perform a variety of maintenance tasks.
- Record and maintain logs of work performed, along with supplies, materials and chemicals used.
- Prepare and apply herbicides and algaecides through a variety of direct and indirect methods, and spray from a truck or other methods.
- Build, repair and/or modify gates, valves, frames, or other irrigation structural parts including metal parts related to pumps and irrigation structures. Makes metal repairs on machinery and metal appurtenant to buildings. Perform welding cutting, fabrication and repairs in the field when required.
- Regulate water flows and levels throughout the distribution system by operating the District's SCADA system, locally controlled automatic gates, and weirs. Manually operated gates and weirs, board drops and other control devices.
- Relieve Canal Operators who are off or unable to make scheduled shift as needed.
- Work with various computer software, including STORM and the District's SCADA system.
- Use current velocity meters, flow meters, water records, and make water flow measurement and pump tests as needed.
- Perform regular water quality parameters, water quality tests, ground water level measurements, and conduct GPS Surveys.
- Perform other duties as requested or required, including but not limited to heavy manual labor.

Qualifications, Knowledge of:

- District policies, rules, regulations, and procedures.
- District's water conveyance systems, distribution routes, access points and spillways
- Learn the use and operation of various hand tools and power equipment used in construction, maintenance activities and procedures commonly used in field control of weeds, vegetation, and pests.
- Principles of safe weed and pest control.
- Equipment, materials, and techniques employed in the welding trade, such as mig, tig, arc welding, plasma cutting, oxyacetylene welding and cutting, soldering, brazing, hard facing and brushing and grinding welds.
- Rigging principles and crane safety.
- Principles and practices of effective customer service.

Skills and Ability to:

- Learn a variety of work in the construction, installation, maintenance, and repair of District facilities, canals, drains and other related facilities.

- Use of acetylene and electrical equipment in the heating, welding, cutting, and brazing of metals in accordance with standard safety and trade practices.
- Learn to perform maintenance duties in the control and management of invasive weeds, vegetation, and pests on District lands and open water areas, using herbicides, algaecides, and non-invasive methods; Monitor weather conditions and making appropriate adjustments.
- Read and properly interpret labels and other written materials.
- Learn pertinent Federal, State, Local and District regulations related to the use of herbicides and pesticides.
- Read and interpret blueprints and specifications.
- Work independently with minimal supervision and handle multiple projects at one time.
- Properly follows District and OSHA policies related to safe work practices, procedures and regulations including wearing protective equipment and safety devices.
- Maintain effective working relationships with those contacted in the course of work.
- Understand and communicate clearly and concisely, verbally and in writing, in English, to ensure safety for the employee and co-workers, as well as other elements of the job.

Education and Experience

High School graduation or tested equivalent.

One (1) year of experience related to repair and maintenance in an irrigation district, metal work or general construction experience is desirable.

License and Certification

Must possess and be able to maintain a valid California Class C Driver's License and have a satisfactory driving record acceptable and approved by the District's insurance company. Must be forklift operator certified within one (1) year of appointment. Must possess or obtain Cardiopulmonary Resuscitation (CPR), AED, and First Aid certificates within a period specified by the District. At the Maintenance Supervisor's discretion, the employee will be required to apply for and receive training for other licenses or certifications, such as a Qualified Applicator's Certification (QAC), Crane Certification and a Class A Driver's License.

Work Environment

Work is performed outdoors on a year-round basis and is subject to outside weather conditions including extreme heat, cold and wet conditions; exposure to outside odors, dust, dirt, and/or weed abatement chemicals, pollen, hazardous materials, and chemical fumes. Duties may be performed near moving mechanical parts and on slippery and uneven surfaces with exposure to toxic chemicals. Travels along irregular terrain to perform duties.

Working Hours

The regular workweek consists of a minimum of forty-five (45) hours, nine (9) hours a day, five (5) days a week. The work schedule may require this position to respond to emergencies and serve on the on-call rotation for service calls during non-work hours, weekends, and holidays. Additionally, this position may be required to work a variety of scheduled shifts and work overtime as required. It is understood this position may require working hours not normally considered business hours to meet the emergency needs of the District including weekends, holidays and after hours.

HENRY MILLER RECLAMATION DISTRICT No. 2131

Job Description

Job Title:	**Maintenance Worker 1 & 2**	Department /Group:	**Maintenance**

Physical and Environmental Demands:

Notes: Values based on normally scheduled work day

Activity	Essential	Frequently	Occasionally	Seldom		
Balancing	X					
Carry/Lift up to 10 lbs.	X					
Carry/Lift up to 50 lbs.	X					
Carry/Lift over 50 lbs.	X					
Climb	X					
Crawl/Kneel	X					
Drive	X					
Exposure to Chemicals	X					
Foot Controls Used	X					
Grasp/Squeeze/Pinch	X					
Push/Pull/Drag	X					
Push Keys	X					
Reaching Overhead	X					
Repetitive Hand Use	X					
See	X					
Sit	X					
Skin/Hands in water	X					
Squat/Stoop	X					
Stand	X					
Twist/Turn	X					
Walk	X					
Environmental Demands						
Chemical Hazards	X					
Electrical Hazards	X					
Mechanical Hazards	X					
Radiation Hazards	X					
Extreme Cold/Extreme Heat	X					
Extreme Noise	X					
Bodies of Water/Canals	X					
Fumes/Dust	X					
Insects	X					

Henry Miller Reclamation District is an at-will employer. This job description is not intended to form a contract. Henry Miller Reclamation District may revise this job description at any time with or without notice.

Employee Signature: _____ **Date:** _____