

## CITY OF HOLTVILLE

## JOB DESCRIPTION

TITLE: DISTRIBUTION AND COLLECTIONS SYSTEM  
O.I.T/MAINTENANCE

APPROVED: AUGUST 27, 2007

DEPARTMENT: PUBLIC WORKS

REPORTING RELATIONSHIP: PUBLIC WORKS MANAGER/PUBLIC WORKS  
SUPERVISORS

---

### DISTINGUISHING CHARACTERISTICS:

The Distribution and Collections OIT/ Maintenance Worker is the entry-level classification in the Distribution and Collections Operator series. An incumbent in this classification performs the basic labor tasks required of the Underground Utilities Department. Assignments are generally limited in scope and performed within a procedural framework established by higher level employees.

### TYPICAL DUTIES:

Specific job duties of this position may not be included in the list below, nor do the examples cover all duties which may be performed.

### UNDER SUPERVISION:

- Performs heavy manual labor in addition to operating a variety of hand and power tools and equipment used in public works, water, recycled water, and sewer utility maintenance and construction work.
- Operate trucks and other equipment as assigned
- Assists in laying main water lines and installing valves, hydrants, meters and services
- Digs for leaks
- Repairs leaks in service lines
- Caulks joints and taps mains
- Service trucks
- Repairs, paints and sets out barricades
- Paint and number fire hydrants
- Cleans and repairs sewer lines
- Installs new pipe and clean outs
- Digs line and flushes sewer system
- Paints City property and buildings
- Assists with repair and maintenance of City buildings
- Lays forms for curbs, gutters, sump holes and manholes
- Performs related duties as required

### KNOWLEDGE, SKILLS, AND ABILITIES:

#### Working knowledge of:

- Tools, methods, materials and equipment used in construction and maintenance of street, water and sewer facilities.

#### Ability to:

- Follow oral and written instructions
- Follow safety procedures and work in a safe manner
- Establish and maintain effective working relationships with those contacted in the course of work
- Demonstrate mechanical aptitude
- Progressively learn more technical and difficult operations
- Assist in the training of new personnel as assigned.

Skill in:

- Perform heavy physical labor including the lifting of up to 50 lbs. of static weight
- Maintaining and operating equipment

**SPECIAL CONDITIONS:**

Incumbents of this classification may be required to work shifts, weekends, holidays, and unusual hours in emergency situations, and to be available on an "on call" basis.

**Progressively**

**EDUCATION AND EXPERIENCE:**

Minimum Requirements:

- Graduation from high school or possession of a G.E.D.; and

**LICENSE & CERTIFICATION:**

- Possession of a valid California driver's license is required.
- Within one (1) year of appointment, a valid Water Distribution System Operator Certificate (Grade D-1) issued by the California Department of Public Health, is required.
- Maintenance of the required (or upgraded) certificates is a condition of continued eligibility to hold status in this position.

**OTHER REQUIREMENTS:**

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations.
- Must be able to perform all of the essential functions of the job assignment.