



JOB DESCRIPTION

POSITION	CIRP Pipelayer I/II	SAFETY SENSITIVE	Yes
SALARY RANGE	Pipelayer I – 15 Pipelayer II – 22	ESTABLISHED DATE	10/24/2018
FLSA STATUS	Non-Exempt	REVISION DATE(S)	10/24/2022
HOURS – FT/PT	Full Time		

SUMMARY

Under close to general supervision, the Capital Improvement Replacement Program (CIRP) Pipelayer responsibilities include the replacement of District infrastructure, including but not limited to water mains of water mains, service lines, fire hydrants, meters, and valves; basic vehicle and equipment maintenance, various construction tasks, safety and other duties related to the District’s CIRP.

DISTINGUISHING CHARACTERISTICS

This series class specification defines and describes the nature and levels of work performed in the Pipelayer class series.

Pipelayer I – This is the entry-level to mid-level position in the Pipelayer class series. Incumbents perform limited or routine construction duties under close supervision. At this level, incumbents learn and perform a limited range of less complex or specialized work tasks, under closer supervision, with less latitude for independent action.

Pipelayer II - This is the skilled journey-level position in the Pipelayer class series. Incumbents assigned to this level perform a full range of duties under general supervision. Because employee classifications at this level are expected to be fully trained, competent, and perform technical skills, the incumbent is required to possess significant previous work experience in the appropriate field. At this level, incumbents perform the full range of tasks common to the classification series, under less supervision, within established guidelines.

SUPERVISION RECEIVED/EXERCISED

Positions receive close to general supervision from a department head, manager, or supervisor, as assigned.

The Pipelayer II has the responsibility to lead and guide staff, as well as provide training and provide technical and functional direction to staff engaged in related duties. This position will assist in overseeing other CIRP employees when the supervisor is away from the job site or unavailable.

EXAMPLES OF DUTIES

*Job Descriptions are only intended to present a description summary of the range of duties and responsibilities associated with specified position. Therefore, job descriptions **may not** include all duties performed by individuals within the position. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.*

Essential Functions:

- Daily job preparation including but not limited to the notification of Dig-Alert, survey, potholing, and preparation of equipment, parts, and material;
- Installs or repairs water mains, service lines, fire hydrants, valves, and other water distribution appurtenances and facilities;
- Operates District heavy equipment and attachments (in which employee is licenced to operate), including tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s), excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s).
- Assists with excavation for CIRP related projects, water meter installation, and other excavations as assigned and assists with ensuring all underground utilities are located before excavating;
- Drives vehicles to job sites in a safe manner;
- Assists with cleaning, maintaining, and making minor repairs to assigned equipment;
- Provides input to the CIRP Supervisor or Lead Pipelayer as required;
- Reads and interprets blueprints and plans;

- Provides assistance in daily job functions to other CIRP crew members;
- Follows industry and District safety programs and protocols;
- Attends seminars and training events commensurate to the CIRP's functions;
- Assists in day to day District operations and maintenance as required including but not limited to leak repair, service installation, customer service, facility maintenance, and on-call duties;
- Deals effectively and courteously with customers and the general public responding to complaints and inquiries;
- Responds to call-outs after hours, weekends, and holidays; and
- Performs other duties related to the classification as assigned.

Pipelayer II – includes all of the above duties in addition to the following:

- Assists in work direction and training for entry-level CIRP staff;
- Drives vehicles to job sites that require a Class A License, at times towing heavy equipment on trailers;
- Expertly operates all of the District's heavy equipment and attachments (in which employee is licenced to operate), including tractor-trailer unit(s), motor grader(s), water truck(s), rubber-tired loader(s), service truck(s), excavator(s), dump truck(s), dump bed(s), asphalt spreader(s)/paver(s), rubber-tired backhoe, and directional boring machine(s);
- Cleans, maintains, and makes minor repairs to assigned equipment;
- Assists with ordering equipment, parts, and materials related to CIRP functions;
- Provides training in daily job functions to other CIRP crew members.
- Ensures industry and District safety programs and protocols are followed;
- Provides written records and field drawings related to departmental needs and requirements;
- Compile memoranda, data reports, written correspondence, and helps develops written procedures related to departmental needs and requirements.

MINIMUM QUALIFICATIONS

The following are representative of the qualifications necessary to perform the essential duties of the position.

Any combination of education and experience which would likely provide the necessary knowledge and abilities may be qualifying.

Pipelayer I

Experience:

- Two (2) years of progressive responsibility in the field of underground infrastructure construction preferred.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District but must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District.

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 9 months of appointment:

- Must possess and maintain a State of California issued Class "C" drivers license in good standing.
- State Water Resources Control Board (SWRCB) **Grade I or higher** Water Distribution Operator Certificate.

Other Requirements: This may be a safety-sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.

Pipelayer II

Experience:

- Minimum of two (2) years of heavy equipment operation; and
- Minimum of two (2) years of progressive responsibility in the field of water distribution or public/private sector underground infrastructure construction.
- Experience in providing direction to a construction crew is preferred.

Education and/or Training:

- High school diploma or equivalent;
- Continued education units are required to maintain certifications and are the responsibility of the employee with support from the District;
- Trench shoring, confined space, and other hazardous condition training will be provided by the District and must be attended by the employee; and
- Must obtain and maintain competent person status. Training will be provided by the District

Certificates, Licenses, Registration: Must possess and maintain, or have the ability to obtain within 9 months of appointment:

- California Class "A" Commercial Drivers License; and
- State Water Resources Control Board (SWRCB) **Grade II or higher** Water Distribution Operator Certificate.

Other Requirements: Pipelayer II is a safety sensitive and Federally regulated DOT position subject to the District's Drug Prevention and Employee Testing Program which is conducted in accordance with Title 49 CFR Part 40.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

The following are representative examples of KSA's necessary to perform the essential duties of the positions.

Knowledge:

- AWWA standards;
- Use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Operating characteristics, maintenance requirements, and basic repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Methods, materials, and practices utilized in the District's maintenance and construction activities;
- Use and purposes of hand tools;
- Parts and materials associated with water main replacement;
- Water infrastructure best practices;
- Safety requirements;
- District policies and procedures;
- Blueprint and plan reading;
- Water distribution requirements; and
- Microsoft office products

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Light to heavy equipment operation;
- Computer operation; and
- Leadership and Supervisory skills.

Abilities:

- Operate assigned vehicles and equipment with skill and safety;
- Perform a variety of excavating, earthmoving, backfilling, trenching, and clearing;
- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Make mathematical calculations with speed and accuracy;
- Maintain accurate records;
- Work standby on a rotating basis;
- Strong ability to work within a team environment; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

Pipelayer II – includes all of the above KSA's in addition to the following:

Knowledge:

- Strong knowledge of use and functions of light and heavy power-driven equipment used in the District's maintenance and construction activities;
- Strong knowledge of operating characteristics, maintenance requirements, and intermediate repair of power-driven equipment including but not limited to tractor-trailer units, motor graders, water trucks, rubber-tired loaders, service trucks, excavators, dump trucks, dump beds, asphalt spreaders/pavers, rubber-tired backhoe, and directional boring machines;
- Strong knowledge of safety requirements;
- Strong knowledge District policies and procedures;
- Strong knowledge Blueprint and plan reading;
- Strong knowledge Water distribution requirements; and
- Strong knowledge Microsoft office products.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Competent light to heavy equipment operation;
- Competent computer operation; and
- General Leadership and Supervisory skills.

Abilities:

- Strong ability to operate assigned vehicles and equipment with skill and safety;
- Strong ability to perform a variety of excavating, earthmoving, backfilling, trenching, and clearing;
- Strong ability to read, understand, and carry-out written and verbal instructions;
- Strong ability to communicate effectively, orally and in writing;
- Strong ability to make mathematical calculations with speed and accuracy; and
- Strong ability to maintain accurate records.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: Subject to reasonable accommodation in accordance with the requirements of the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA), possess the ability to lift, push, pull, and/or carry objects greater than 100 lbs. on a regular basis. Ability to bend, twist, turn, reach, stoop, kneel, crouch, crawl, and climb routinely, as well as perform repetitive motion tasks on a regular basis. Ability to stand and walk for extended time periods, often on uneven terrain. Ability to sit for extended time periods and use office equipment such as computer terminals, copy and fax machines on a regular basis. Requires normal range hearing and vision.

Work Environment:

- **Outside:** Duties of this position require regular work in an outdoor environment that may experience extremes in weather and temperature conditions, work and traverse on uneven ground while carrying equipment.
- **Driving:** Duties require the operation of District vehicles and heavy to light equipment on a regular basis.
- **Inside:** The administrative duties of this position are primarily conducted indoors, in an office or shop setting.
- **Fumes/Gasses:** Duties of this position require work in an environment with exposure to dust, dirt, fumes, and vapors.
- **Noise/Vibration:** Noise levels expected in an outdoors or shop setting from machinery or heavy equipment are expected. Noise levels expected of an office or indoor setting are also expected.

Equipment Use: Light to heavy equipment, vehicles, jackhammers, hand tools, power tools, telephone, mobile phone, mobile tablet, 2-way radios, and basic office equipment such as computer terminals, copiers, and fax machines.

Mental Demands: While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; communicate orally with District staff in face-to-face, one-to-one, and group settings; and interact with District managers, staff, officials of other governmental agencies, community and professional groups, staff and other organizations.

Safety: Follows and enforces proper safety practices at all times. Ensures compliance with the District's Injury and Illness Prevention Program.

Travel: Regular travel to District sites and construction areas, attends workshops, meetings, and seminars as required.

Other: Position subject to extended work hours as needed, and to work regular standby on a rotating basis.

Other Information: CIRP positions are capitally funded positions.

EMPLOYEE ACKNOWLEDGEMENT

I have read the above and understand that it is intended to describe the general content of and requirements for performing the job listed. It is not an exhaustive statement of duties, responsibilities or requirements.

I understand that this description does not preclude my Manager or Supervisor's authority to add or change duties or responsibilities and understand that the performance of other duties may be required from time to time to meet the needs of Joshua Basin Water District. I also understand this job description does not create an employment contract, implied or otherwise.

Print Employee Name

Employee's Signature

Date