



JOB DESCRIPTION

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| POSITION | CIRP Laborer | SAFETY SENSITIVE | No |
| SALARY RANGE | Range 11 | ESTABLISHED DATE | 10/24/2018 |
| FLSA STATUS | Non-Exempt | REVISION DATE(S) | 04/22/2022 |
| HOURS – FT/PT | Full Time | | |

SUMMARY

Under immediate supervision, the Capital Improvement Replacement Program (CIRP) Laborer’s responsibilities include but are not limited to the installation 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

The CIRP Laborer has strong interpersonal and problem-solving skills; the ability to work alongside team members; and to use light to heavy equipment and hand and pneumatic-powered tools.

SUPERVISION RECEIVED/EXERCISED

This position receives close supervision from the department head, manager, supervisor, crew chief, or lead as assigned.

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 potholing and preparation of equipment, parts, and material;
- Assists with the installation or repair of water mains, service lines, fire hydrants, valves, and other water distribution appurtenances and facilities.
- Operates at a beginner level, District heavy equipment and attachments, 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 cleaning, maintaining, and making minor repairs to assigned equipment;
- Provides input to the CIRP Crew Chief or Lead Pipelayer as required;
- 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;
- Follows industry and District safety programs and protocols.
- Attends seminars and training events commensurate to the CIRP’s functions; and
- 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;
- Responds to call-outs after hours, weekends, and holidays; and
- Performs other duties related to the classification as assigned.

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.

Experience:

- One (1) year of construction laborer experience 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 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 a State of California-issued Class "C" driver's license.
- Must possess and maintain or have the ability to obtain within nine (9) months of appointment: 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.

PERFORMANCE EXPECTATIONS: KNOWLEDGE, SKILLS, AND ABILITIES

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

Knowledge:

- Basic construction material and tool operation knowledge; and
- Basic understanding of the equipment used in water construction, maintenance, and repair work.

Skills:

- Competent skills to work efficiently and productively when completing work tasks;
- Basic computer operation; and
- Work with supervision to learn new skills; and

Abilities:

- Read, understand, and carry-out written and verbal instructions;
- Communicate effectively, orally and in writing;
- Learn and follow District safety programs;
- Perform a variety of unskilled water system and general maintenance work;
- Safely operate power and hand tools;
- Work standby on a rotating basis;
- Ability to work within a team environment; and
- Establish and maintain cooperative and respectful working relationships with those contacted in the course of work.

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 on a regular basis and may operate heavy to light equipment on a periodic 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; 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 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: This is a capially funded position.

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