



FIELD ASSISTANT / 1000 HOUR

Department: Various
Range:

FLSA Status: Non-Exempt
Effective Date: September 1, 2010

General Purpose

Under close supervision, to perform a variety of unskilled or semi-skilled manual tasks in the field, shop or plant as a trainee in water system maintenance or meter service departments; to receive training in the more difficult semi-skilled tasks; and to perform related duties as required.

Distinguishing Characteristics

This is a temporary part-time, entry level classification in which incumbents gain work experience through various field assignments within the District. Participants work under the direct guidance of an experienced employee for up to 40 hours per week, not to exceed 1000 hours per year.

Essential Duties and Responsibilities

The duties and responsibilities listed below are intended to provide a representative list of the various types of work that may be performed. Specifications are not intended to reflect all duties performed within the job class, and incumbents may expect to perform other related similar duties.

- Learns to perform a variety of unskilled and semi-skilled manual tasks in the field, shop or plant, as assigned.
- Performs heavy physical labor and many routine manual tasks.
- Learns water system and water service duties including meter reading system and routes, customer service, meter repair and methods in completing required District paperwork.
- Learns and assists in the installation of pipelines, services, hydrants, meters and valves; assists in traffic control.
- Learns and assists in the maintenance of all District facilities, including wells, pumps, reservoirs, pipelines, buildings and other property owned by the District.
- Maintains assigned District vehicle including servicing and periodic safety checks.

- Remains subject to mandatory overtime with fellow field workers.
- Participates in District safety meetings.
- Performs other related duties, as assigned.

Qualifications

Knowledge of:

- Uses and purposes of common construction and maintenance tools and equipment.
- Safe work practices.

Ability to:

- Learn the methods, materials and tools used in water construction and maintenance.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, orally and in writing.
- Learn and observe proper safety precautions.
- Learn geography of the District service area.
- Perform heavy manual tasks under varied weather conditions.
- Learn a variety of semi-skilled tasks required in water construction and maintenance.
- Prepare and maintain simple records.
- Operate a vehicle observing legal and defensive driving practices.
- Observe proper safety precautions.
- Work overtime as required.

Minimum Qualifications

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Education and Experience:

A high school diploma or satisfactory equivalent.

Necessary Special Requirements

Must possess an appropriate valid, Class "C" Driver's License issued by the California State Department of Motor Vehicles, and a good driving record.

Physical Tasks and Environmental Conditions

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis.

While performing the duties of this classification, an incumbent is regularly required to stand; use hands and fingers to handle, or feel; and talk and hear. The employee is frequently required to walk and to reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to ten (10) pounds, frequently lift and/or move up to fifty (50) pounds, and occasionally lift and/or move up to one-hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Article 3.306

Advancement in salary is not automatic. It should be considered a reward for meritorious service. The General Manager may authorize the advancement of an employee who has performed twelve (12) months continuous satisfactory service.

An employee who furthers his/her knowledge in the field or employment may become eligible for consideration of a salary review by the General Manager. The General Manager may authorize reimbursement to the employee for cost of tuition, registration fees, required text books, certification costs and other related charges upon proof of receiving a passing grade, and /or certificate, whichever may be appropriate or both.

THIS POSITION MAY BE ELIMINATED, OR THE DUTIES, QUALIFICATIONS AND TRAINING REQUIRED CHANGED BY THE BOARD OF DIRECTORS AND/OR THE GENERAL MANAGER, WHEN IN THEIR JUDGEMENT, IT IS CONSIDERED NECESSARY AND PROPER FOR THE EFFICIENT OPERATION OF THE DISTRICT.