



## UNION JOB DESCRIPTION

**TITLE: Water Helper**

### DEFINITION:

Works as a member of a crew directing traffic. When not flagging and performing traffic control the position assists Water Crews performing construction, restoration and clean up duties in accordance with safety and construction standards and regulations.

### DISTINGUISHING CHARACTERISTICS:

This position is a step progression position with time requirements. This position is not eligible to take upgrades to higher classifications.

Incumbents in this classification assigned to the Lake Stevens Water Operations headquarters are required to establish their residence so they will be able to report to work within thirty (30) minutes after being called.

### **FIRST SIX (6) MONTHS:**

#### ESSENTIAL JOB FUNCTIONS:

1. Flags and performs traffic control.
2. Performs restoration and clean-up duties.
3. Assists with vehicle loading, unloading and clean-up.
4. Digs out water service boxes and ditches.
5. Drives District vehicles that do not require a CDL and transports loads as required.
6. Assists on water; construction, operation, and maintenance crews as needed.

#### Knowledge gained:

- CPR and First Aid.
- Defensive Driving training.
- Orientation on tools and equipment of the trade (i.e., jack hammers, chain saws, concrete cutters, compactors, etc.).
- Fueling procedures.
- District Accident Prevention Manual.
- General occupational health standards.

### **THEREAFTER:**

#### ESSENTIAL JOB FUNCTIONS:

1. All duties outlined for first six (6) months above.
2. Cuts trees and brush along right-of-way as part of hydrant, meter and valve maintenance programs.
3. Performs hydrant, meter and valve inspections.
4. Familiarity with record keeping related to the hydrant, meter and valve maintenance programs.
5. Loads and unloads material and equipment used in the operation, construction and maintenance of water storage, transmission and distribution systems.

#### Knowledge gained:

- Associated recordkeeping (worksheets, stock issues and return, etc.).

- District Construction Standards.
- Completion of District's Customer Relations course.
- Hazardous Material Spill handling.
- Basic water works practices.

MINIMUM QUALIFICATIONS:

Ability to:

- Use tools and equipment of the trade.
- Adapt to driving and operating all District vehicles that do not require a CDL.
- Interact with customers, government officials, and District employees as necessary to complete assignments.

Education/Experience:

- High School Diploma or equivalent.

License, Certification or Testing:

- Valid Washington State Driver's License, with a good driving record (immediately).
- Valid current Flagging Card. <sup>1</sup>
- Obtain a valid CPR certificate within 6 months from job start date.
- Obtain a valid First Aid certificate within 6 months from job start date.
- Successful completion of the following testing process (Note: the testing process is sequential and applicants/bidders must pass each of the preceding steps to be eligible to move to the next step in the testing process):
  - a. Pass District Driving Test
  - b. Pass Entry Helper strength test
  - c. Pass a collaborative interview process.
  - d. Pass a criminal background check and driving record check.
  - e. Pass pre-placement physical exam (to be done after verbal job offer)

<sup>1</sup> Note: Flagging Card is not required for the testing process, but is required on the first day of employment/job start.

PREFERRED QUALIFICATIONS:

- Exposure to construction environment (ex., weather, etc.).
- Knowledge of trenching and shoring practices.
- CPR, First Aid certification.

WORKING CONDITIONS:

- Work is performed outdoors, in and around an urban street environment and in traffic, in all weather conditions.
- Must be able to lift and move heavy material and tools weighing up to 65 lbs.
- Must be able to participate in confined space and trench rescue.
- Required to stand for long periods of time.
- This position is subject to seven days a week and 24-hour call out for emergency situations.
- Must be able to work long hours as storm conditions dictate.