Part Time Position: Union Exempt
FLSA: Non-Exempt

POLICY TITLE: MAINTENANCE WORKER/METER READER Part Time
POLICY NUMBER: 2305

DEFINITION:

Under direct supervision, does a variety of semi-skilled work in regard to the maintenance of the district's water and wastewater facilities and services; performs meter reading; performs general house and grounds keeping; does related work as required.

DISTINGUISHING CHARACTERISTICS;

This is the entry and basic working level Maintenance Worker/Meter Reader classification of heavy physical labor and other assignments. Incumbents will be employed on a seasonal basis. Incumbents perform the full range of janitorial duties, in addition to routine maintenance and repair of buildings, water and wastewater facilities and services.

Work is often performed in an assigned area and may involve working around other District staff and/or the public, depending upon assignment. Incumbents are expected to work independently and exercise judgment and initiative. Positions at this level receive direct instruction or assistance as new or unusual situations arise.

REPORTS TO:

Utility Operations Manager

CLASSIFICATIONS SUPERVISED:

This is not a supervisory class.

EXAMPLES OF IMPORTANT AND ESSENTIAL JOB DUTIES: (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Activates and deactivates water services.
- Reads water meters.
- Maintains and makes minor repairs to all District properties

Adopted: 7-22-2025
Amended: 9-30-2025, 6-23-2026

- Assists in excavating for services using hand and/or power tools.
- May be asked to assist with running services lines, setting meter yoke, meter and meter boxes.
- Learns location of valves, meters and manholes; ~~reads and sets meters.~~
- May assist in flushing of sewer and water lines.
- Assists in pump and motor repairs and maintenance.
- Yard maintenance, including mowing and maintaining irrigation systems
- Other related duties may be required.

DESIREABLE QUALIFICATIONS:

Knowledge of:

- Safe work practices.
- Basic hand and power tools, equipment and materials used in maintenance and construction work.
- Basic facility and ground maintenance techniques and materials.
- Basic principles and procedures of record keeping.
- Modern office practices, methods and computer equipment and applications related to the work.
- Chain of command.
- English usage, spelling, vocabulary, grammar, and punctuation.
- CPUD rules and regulations and the CPUD policies.

Ability to:

- Perform manual labor.
- Follow oral and written directions.
- Establish and maintain cooperative working relationships with the public and CPUD staff.
- Clean and care for an assigned area and equipment.
- Learn and perform a variety of general maintenance and semi-skilled work in the maintenance and repair of District buildings, facilities, and associate equipment.
- Learn to recognize and locate conditions which require maintenance and repair.
- Learn to work on own initiative without close supervision.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationship with those contacted in the course of work.
- Efficiently use a computer and software to prepare data spreadsheets, perform word processing, perform Internet research, and utilize email communication

MINIMUM QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Previous work experience performing heavy physical labor is desirable.
- Valid Class "C" California Driver's license with a driving history acceptable to the District.

TOOLS AND EQUIPMENT USED:

May include District trucks, vehicles, rodding machine, jetter, various snow removal equipment, pneumatic tools, various other hand and power tools, shovels, telephone, or other tools as required by the assignment.

PHYSICAL DEMANDS:

Frequently stand and walk; walk for long distances and on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; must be able to maintain stamina during sustained physical activity; finger dexterity and arm-hand steadiness to use a variety of hand and power tools; must be able to reach and lift arms above the shoulder; ability to lift material weighing over 100 pounds with assistance; ability to bend, stoop, kneel, crawl, and crouch; corrected hearing and vision to normal range; verbal communication; ability to wear safety and protective clothing such as hard hats, safety glasses/goggles, ear plugs, respirators, gloves, boots and chemical resistant clothing; use of hand tools, chain saws, and jackhammers.

ENVIRONMENTAL ELEMENTS:

While performing the duties of this job, the employee often works in outside weather conditions. The employee occasionally works near moving mechanical devices. The employee occasionally works in high, precarious, or in confined places and is occasionally exposed to adverse environmental / work conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, snow, fumes, temperature and noise extremes, machinery hazards, electric currents, traffic hazards, pathogenic substances or airborne particles, toxic or caustic chemicals and risk of electrical shock.

The noise level in the work environment is usually loud in field settings, and moderately quiet in office settings.

PROBATIONARY PERIOD:

Successful applicant shall have a one (1) year probationary period.

WAGES/BENEFITS:

Salary Range $18 to $23 an hour.

(Part time Meter Reader/Maintenance employees will be held to a maximum of 1000 hours in a fiscal year. Part time employees do not qualify for retirement or health benefits.)

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Adopted: 7-22-2025
Amended: 9-30-2025, 6-23-2026