CITY OF RICHLAND

CLASSIFICATION TITLE: GENERAL CRAFTSWORKER (WATER MAINTENANCE)	JOB # JP-0206	AFFILIATION: Affiliated (IUOE)
REPORTS TO: WATER MANAGER	PAY GRADE: Per CBA	FLSA STATUS: Non-Exempt

GENERAL SUMMARY:

This is the journey-level position in the Craftsworker classification in Water. Under the direction of the Water Manager or designee, performs highly skilled work in a variety of crafts toward the construction, maintenance and repair of the City's water mains, service connections, valves, hydrants, automated meter system, treatment plants, reservoirs, pump stations and other facilities of a water system. Subject to after hours and weekend work as needed. Safely performs all job functions.

ESSENTIAL JOB FUNCTIONS:

Duties listed are representative of the types of tasks and functions performed by positions of this class of work. Percentage of time and rank of importance of duties are not listed since both will vary by position and work location. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Trains, directs, oversees and provides guidance to assigned entry-level staff executing ongoing maintenance programs and special projects in the division.
- Operates hand and power tools, and other equipment, including related computer equipment and various software programs for asset management and Advanced Metering Infrastructure (AMI) needed to support and document maintenance of programs.
- Operates pneumatic, hydraulic, and electric or engine driven equipment, such as compressors, jack hammers, tapping machines, trash pumps, dump trucks, crew vehicles, backhoes and truck mounted crane systems.
- Installs, maintains, and repairs water mains and service connections.
- Installs, flushes, exercises and repairs fire hydrants.
- Installs tapping sleeves and taps water mains.
- Performs system dead-end flushing and unidirectional flushing.
- Performs reservoir cleaning.
- Installs, maintains and repairs irrigation systems.
- Installs new meters per permit requests for new developments.

- Installs, replaces, tests and repairs water meters, including hydrant meters and AMI components.
- Investigates customer complaints.
- Installs, repairs, and exercises valves, corp stops and curb stops.
- Manually excavates earth surrounding job site prior to repairs and servicing as needed; restores work area to original condition.
- Performs general maintenance, plant additions, alternations and changes including plumbing, painting and carpentry.
- Keeps record of time and material used on the job, takes measurements and makes sketches of work performed, takes photos of the before and after job site.
- Fills out service orders/job tickets and inputs data into computer systems used to support system operations.
- Uses cutting torches in the performance of the work.
- Locates water, sewer, and stormwater lines as required by State U-dig program and works with others to accomplish assigned tasks as needed.
- Shuts off / turns on meters for non-payment or as directed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Specific and realistic knowledge, skills and abilities typically necessary to competently perform this job.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Laws, regulations, policies and procedures applicable to pipeline construction safety and water system operation and maintenance.
- Modern office practices, methods, procedures and equipment.
- GIS, AMI and asset management software needed for upkeep, tracking and maintenance of the metering system and division assets.
- Record-keeping principles, procedures, and techniques.
- Methods, procedures and practices associated with the repair and maintenance of a water distribution system, treatment plant and other related facilities.
- Proper application of various metering devices to specific flow conditions, and the ability to remove, repair and reinstall meters as needed.
- Health and safety requirements related to potable water supply systems.
- Applicable safety procedures and practices.

Skills and abilities to:

- Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- Assist with the training and directing of assigned staff.
- Install and program AMI meters.

- Read and interpret sketches and blueprints.
- Safely operate truck-mounted cranes, dump trucks, backhoes, graders, vac-trucks, hand and power tools.
- Rig equipment and materials for hoisting or moving.
- Follow oral and written instructions.
- Observe legal and defensive driving practices.
- Follow health and safety regulations, policies and practices.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Provide oversight, teaching, mentoring and coaching to assigned staff.
- Provide continuous effort to improve operations and work cooperatively and jointly to provide quality customer service.
- Use tact, initiative, prudence and independent judgment within general policy and procedural guidelines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION & EXPERIENCE REQUIREMENTS:

- High school diploma or GED.
- Four (4) years of increasingly responsible experience in the construction, maintenance and repair of water systems.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license including Class "A" CDL with tanker endorsement upon hire date and must maintain throughout employment
- Must obtain Flaggers certification within six (6) months of hire date and maintain throughout employment.
- Must have current Washington State Water Distribution Manager II certification upon hire date and obtain Washington State Water Distribution III certification within one (1) year of eligibility to test and must maintain throughout employment.
- Must obtain National Commission for the Certification of Crane Operators (NCCCO) "Service Truck Crane Operator" (STC) certification within eighteen (18) months of hire and maintain through employment.
- Obtain Signal Person and Rigger Certification within eighteen (18) months of hire and maintain through employment.

COMPETENCIES:

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

WORKING 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. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Environment:

- Typically performed in the field, which requires travel daily from site to site and checking on construction.
- The position involves work outdoors on a year round basis and is subject to extreme weather conditions.
- The noise level in the work environment is usually quiet to moderate, depending on whether in the office and/or on a construction site.
- May be exposed to moving mechanical parts and vehicles within a construction site.
- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies/procedures.

Physical Demands:

- Must be able to regularly and punctually attend work at the office or other assigned locations.
- Operate a motorized vehicle, which may include inclement weather conditions.
- Operate standard equipment for assigned tasks.
- Ability to sit, stand, walk, bend, reach with arms and hands, kneel and stretch, occasionally crawling in tight spaces, crawl spaces as well as the ability to climb ladders and stairs, ride on platform hoists.
- Ability to lift, push, carry and pull materials and objects weighing up to 50 lbs. on a routine basis and up to 90 lbs. as needed using proper lifting techniques
- Manual dexterity of hands and fingers to include repetitive grasping and reaching.
- Good vision to read print and a computer screen.
- Ability to hear and speak to communicate in person and over the telephone.

SELECTION GUIDELINES:

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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 the position.

The job classification description does not constitute an employment agreement between the City of Richland and employee and is subject to change by the City as the needs of the City and requirements of the job change.

AUTHORIZATIONS: ***(For Archive)***

	7/1/2026
Human Resources Director	**Date**
	7/2/2026
Department Director	**Date**
	7/6/2026
City Manager or Authorized Designee	**Date**