CITY OF RICHLAND

CLASSIFICATION TITLE:	JOB #	AFFILIATION:
UTILITY CRAFTSWORKER (WATER MAINTENANCE)	JP-0210	Affiliated (IUOE)
REPORTS TO:	**PAY GRADE:**	**FLSA STATUS:**
WATER MANAGER	Per CBA	Non-Exempt

GENERAL SUMMARY:

Under the direction of the Water Manager or designee, performs semi-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.

- 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, backhoe and crew vehicles with oversight from General Craftsworker as needed.
- Assists in installing, maintaining, and repairing water mains and service connections.
- Assists in installing, flushing, exercising and repairing fire hydrants.
- Assists in installing tapping sleeves and tapping water mains.
- Assists in system dead-end flushing and unidirectional flushing.
- Assists in reservoir cleaning.
- Assists with the meter testing program.
- Assists with new meter installation program.
- Installs and repairs water meters under the direction of a General Craftsworker as needed.

- Investigates customer complaints under the direction of a General Craftsworker as needed.
- Assists in installing, repairing and exercising 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, including taking 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.
- Maintains backhoe and/or assigned equipment per daily requirements, i.e. grease, oil, water, tire pressure, etc.
- 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.
- 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.
- Applicable safety policy, procedures and practices.
- Methods, tools and procedures used in the construction, maintenance of a potable water system.
- Health and safety requirements related to potable water supply systems.
- Proper application of various metering devices to specific flow conditions, and the ability to remove, repair and reinstall meters as needed.
- Laws, regulations, policies and procedures applicable to pipeline construction safety and water system operation and maintenance.

Skills and abilities to:

- Learn, read, interpret, apply and explain rules, regulations, policies and procedures.
- Install and program AMI meters.
- Read and interpret sketches, blueprints, written and oral instructions
- Follow oral and written instructions.
- Follow health and safety regulations.
- Observe legal and defensive driving practices.
- Safely operate hand and power tools.

- Rig equipment and materials for hoisting or moving.
- 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 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.
- One (1) year of experience in construction, maintenance or repair of water systems.

LICENSES, CERTIFICATIONS & OTHER REQUIREMENTS:

- Valid driver's license upon hire date, with an ability to obtain a Class "A" CDL with a tanker endorsement within one (1) year of hire and must maintain throughout employment.
- Obtain Valid Flaggers certification within six (6) months of hire date and maintain throughout employment.
- Must have current Washington State Water Distribution Manager I certification within 18 months of hire and obtain Washington State Water Distribution Manager II certification within one (1) year of eligibility to test and 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.
- This position requires work in construction sites, which may be dirty and strewn with construction debris.
- The noise level in the work environment is usually moderate to loud.
- 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 and tools to perform 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 computer screens.
- 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)***

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