

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Apprentice Water Systems Maintenance Operator	Job Code: 2500
Date: June 25, 2024	EEO Code: SM
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is apprentice-level maintenance work with responsibility to learn and assist in the construction, operation, and upkeep of the City water distribution systems.

CLASSIFICATION STANDARDS: Positions allocated to this classification are responsible to a designated crew supervisor or the Water Distribution Systems Manager and perform all tasks under very close supervision. This work is distinguished by its apprentice-level knowledge and skill and on-the job learning. *Note: Employees are eligible for career series advancement as directed by policy.*

ESSENTIAL DUTIES: Assist in digging holes and ditches in the ground for water mains, service lines, fire hydrants, valves, water meters, and other related facilities and objects; assist with placing traffic cones, signs, and barricades for the protection of employees and members of the public; assist with installation, maintenance, and repair of water mains, service lines, fire hydrants, fountains, sprinklers, and water meters; may rebuild and test large meters and change out meters; assist with billing inquiries; assist with maintenance and repair of equipment and in thawing frozen pipes; follow safety protocol; assist with recordkeeping; assist with operating hydro excavator; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and 1 year of experience in general construction, maintenance, semi-skilled craft, trade, or work that demonstrates mechanical aptitude.

License(s)/Certification(s): A valid, lawful Driver License is required. A Flagger Certificate is required within the first 6 months of hire.


SELECTION FACTORS: **Knowledge of:** general construction, maintenance, semi-skilled craft, trade, or work that demonstrates mechanical aptitude; basic English composition, spelling, and grammar; basic construction safety procedures and PPE use; policies and procedures established for the work system including traffic control, flagging, confined space entry, handling chemicals, and sample collection. **Skill in:** safely using a variety of power tools, hand tools, and other heavy equipment in hazardous environments; troubleshooting electrical and mechanical issues; recognizing and responding appropriately to potential dangers; reading basic engineered plans and profile drawings; practicing trust-building behaviors. **Ability to:** learn work techniques used in the installation, repair, and maintenance of water mains, service lines, hydrants, valves, and related structures; general hazards related to digging into ground and working near underground utilities; learn and apply related laws, codes, rules, and regulations governing functions of the position; electrical and mechanical operations and maintenance of water distribution equipment and meters; enter confined spaces; work with various pressure zones within the system; learn and use GPS devices and GIS; quickly and accurately perform work; assist with meter installation and repair; operate process equipment; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; organize assigned work and develop effective work methods; perform duties in a manner that demonstrates respect, integrity,

courtesy, and kindness towards fellow workers, customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

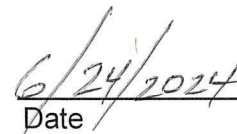
TOOLS AND EQUIPMENT USED: Radio, mobile device, GIS, GPS location and equipment; motor vehicle, backhoe, front-end loader, boom truck, dump truck, road cutter, tap machines, jackhammer, power valve operating machine, excavator, hydro excavator, various hand and power tools, general office equipment and software, specialized software, PPE, and other work-related equipment.

PHYSICAL DEMANDS: Requires sufficient physical strength, agility, and vision to perform work, lifting up to 50 lbs., driving vehicles and heavy equipment, carrying, bending, stooping, walking over rough terrain, entering confined spaces, and climbing ladders.

ENVIRONMENTAL FACTORS: Requires exposure to adverse weather conditions, heavy traffic, noise, odors, dark and damp spaces, confined entry, hazardous chemicals, and other hazardous conditions. *Note: Employees of this classification will be subject to on-call status and working weekends and holidays.*



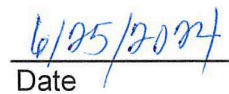
Department Director



Date



Mayor/Chief Administrative Officer



Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier version.