



Utility Worker

Department: Operations (Field)

FLSA Status: Non-exempt

Union Membership: U.A. Plumbers & Pipefitters Local 32

Reports to: Field Supervisor or Operations Supervisor

Prepared/Revised Date: April 2025

About the Position

The Utility Worker assists in the operation of the water distribution system and provides exceptional service to both internal and external customers. Performs a variety of physically demanding work using heavy and specialized equipment to maintain or repair the water system. Participates in various maintenance program(s) related to water system, facilities or vehicles. This is generally considered an entry level position.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Conduct routine inspections, service, and perform preventive maintenance on all components of the district's water distribution system.
- Replace, repair, maintain and install main pipes, hydrants, valves, blow-offs, meters, services, and other water system facilities. Document completed work.
- Operate hand and powered tools, vehicles, and equipment in a safe manner.
- Set up traffic devices and perform flagger duties to control vehicle and pedestrian traffic in and around work sites.
- Collect data, and complete detailed documentation in a precise and timely manner.
- Respond courteously to questions or concerns from the public within scope of knowledge and refer other questions to appropriate employee or supervisor.
- Perform excellent service to internal and external customers.
- Perform on-call duty and respond to water emergencies after hours.
- Locate and document underground utilities using maps and electronic devices.
- Work safely and in accordance with Federal, State and District safety standards, including the use of appropriate safety equipment. Capable of identifying existing and predictable hazards to themselves in working conditions and take prompt corrective measures to eliminate them.
- Perform ground and minor building maintenance and repairs.
- Investigate water leaks to determine source and recommend remedial action.
- Locate and document underground utilities using maps and electronic devices.

Supervisory Responsibilities

This position has no supervisory responsibilities.

Position Requirements

The requirements listed below are representative of the knowledge, skills, and/or abilities required for the position.

- HS Diploma, GED or equivalent
- Experience in public utilities, construction, or related field is desirable
- Basic mathematics

- Basic knowledge of water systems and/or construction operations and tools, equipment, and vehicles
- Read construction record drawings, as-builts, GIS maps, and other district facility records
- Able to learn the safe and effective operation of various construction equipment
- General familiarity in reading maps and finding locations
- General familiarity with Microsoft 365 applications used to communicate and track program data
- Ability to learn additional software such as time keeping and field specific programs related to job duties
- Ability to follow written and oral instructions, display good judgment, work independently and as a member of a team
- Ability to create good working relationships with co-workers and the general public, and ability to work well under pressure and stay calm in stressful situations
- Valid Washington State driver's license with acceptable driving record
- Traffic Control Certification (within 6 months)
- Water Distribution Manager 1 (WDMI) (within 12 months)
- Commercial Driver's License (CDL)- Class A with tanker endorsement (within 18 months of hire)
- Additional Certifications and training requirements: First Aid and CPR, Forklift, Trenching and Shoring Competent Person, Confined Space Entry, and Asbestos Cement Pipe Work (within 12 months)
- Reside within 25 miles of District Headquarters

Physical Demands

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this position, an employee is constantly required to reach with hands and arms, and use hands to finger, handle, feel or operate objects, tools or controls. The employee is constantly required to stand, talk, hear, walk, and sit. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee is constantly required to lift, carry, push, or pull up to ten (10) pounds; frequently required to lift, carry, push, or pull up to twenty-five (25) pounds; occasionally required to lift, carry, push, or pull up to fifty (50) pounds and rarely required to lift, carry, push, or pull up to one hundred (100) pounds.

An employee in this position is constantly required to use written and oral communications skills; read and interpret data, information, and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; deal with changing, intensive deadlines; and interact with officials and the public.

Work Environment

This position typically works in an outdoor environment in all weather conditions. While performing the duties of this job, the employee occasionally works near moving mechanical parts, traffic, loud noises, vibration, fumes or airborne particles, toxic or caustic chemicals, and in confined spaces.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Highline Water District believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. This position description is designed to outline primary duties, qualifications and job scope, but not limit our employees nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the District.