

**KENNEWICK IRRIGATION DISTRICT
JOB DESCRIPTION**

MAINTENANCE I

REPORTS TO: Assistant Operations/Maintenance Manager

DATE: October 2020

GENERAL SUMMARY:

Under the direction of the Assistant Operations/Maintenance Manager, this position performs a variety of work activities that support the District operations, maintenance, and construction activities with progressive improvement in knowledge, skills and abilities.

ESSENTIAL DUTIES:

1. Maintain the District Main Canal, canal laterals and patrol roads
2. Isolate systems and record information on the District computer systems
3. Maintain the piping and valves within any District system,
4. Replace turnout gates and other water diversion components
5. Install and repair underground piping of all sizes, materials and depths, including but not limited to: fittings, restraints, valves, and vaults
6. Flush pressurized service area lines and other various areas within the District
7. Follow requirements for trenching and compaction
8. Follow safety requirements for trenches and road construction
9. Make asphalt repairs and install new asphalt
10. Mark and call in locates
11. Respond to customer trouble calls within District and other pressurized service area systems regarding problems with the customer's water delivery
12. Communicate with Customer Service on status of work orders and customer inquiry calls
13. Record all calls received, work completed and parts used on daily work orders
14. Install concrete forms, pour and finish concrete
15. Produce and maintain records for operations, maintenance, replacement and construction of District facilities and property including, but not limited to: vehicle mileage and equipment hours, materials hauled to canal locations, District property mowed, pesticide applications, maintenance parts inventory used, pump station performance, water records, and service orders
16. Driving fleet vehicles
17. May burn weed growth throughout District canal systems
18. Clear canal weed screens from blockage with hand tools, removing debris and wind-blown materials
19. Frequently use tools such as shovels, weed rakes, pitch forks, pipe cutters, wrenches, hammers and other maintenance hand tools.
20. Frequently use a variety of power tools such as gas cutting torches, welders, soil compactors, concrete saws, impact wrenches, compressors, jack hammer, saws-all, chain saws, brush mowers, weed cutters and other general power tools as necessary
21. Inspect and service District heavy equipment prior to operating assigned equipment
22. Operates a variety of motorized equipment such as pickup trucks, boom trucks, dump trucks, vacuum truck, graders, dozers, back hoe, wheel loaders, excavators and other heavy equipment as necessary
23. Work is performed with general oral and/or written instruction and with limited supervision.
24. Work scheduled weekend and holiday assignments when assigned
25. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

1. Washington State safety standards and requirements (within six months of employment)

SKILLS AND ABILITIES:

1. Communicate effectively in writing, hand write legibly
2. Communicate effectively orally on a telephone and two-way radio
3. Perform the physical requirements of the job, which includes lifting and carrying up to 100 lbs
4. Establish and maintain effective working relationships with fellow employees

WITHIN SIX MONTHS OF EMPLOYMENT:

1. Operate a cut-off saw
2. Operate a plate compactor and jumping jack
3. Hook up a trailer and properly secure loads.
4. Drive a vehicle with a trailer up to 7000 pounds
5. Operate a dump trailer
6. Perform mainline repairs on pipe of all sizes
7. Operate personal computers using District software products

WITHIN ONE YEAR OF EMPLOYMENT:

1. Identify, operate, maintain, and replace/install components of irrigation infrastructure
2. Read maps, blue prints and charts related to operations, maintenance, and replacement of water diversions, canals, and distribution systems
3. Identify, analyze and appropriately correct abnormal conditions or situations in irrigation delivery systems and equipment
4. Maintain and repair a variety of irrigation distribution piping including PVC, steel, asbestos, concrete and others within the District.
5. Operate heavy equipment

LICENSES/CERTIFICATES AND REQUIREMENTS:

1. High School Diploma or equivalent
2. Washington State Driver License
3. Acceptable Washington State vehicle driving record and criminal record
4. Basic First Aid Certificate with CPR (obtain within one year of employment)
5. Forklift Operator Certification (obtain within six months of employment)
6. Flagger Certification (obtain within one year of employment)
7. Competent Person (obtain within one year of employment)

WORKING CONDITIONS:

1. This position is normally field work outdoors in all weather conditions with some shop work as required
2. Exposure to pesticides, petroleum products, extremes of weather, raw water, mud dust at work sites, street traffic, water born algae and weeds
3. Heavy lifting and pulling up to 100 lbs., standing, kneeling, sitting, crawling, bending, stooping, and twisting on a continuous basis

Job Analysis

	N	S	O	F	C	Notes
Climbing				X		Over pipes, down/up metal or wood stairs
Balancing					X	On uneven ground, on ladder
Stooping/Bending					X	On uneven ground; check meter reads, adjusting pumps/installing pumps/checking pump performance
Twisting Squatting/Kneeling					X	On uneven ground, paved/unpaved
Crawling				X		Over under pipes, motors, piping
Foot Controls			X			Vehicle, equipment
Lifting				X		Vault lids, small motors, hoses, inventory
Reaching Forward				X		Open door, adjusting motors; stocking.
Reaching Level				X		Cleaning equipment
Reaching Below Waist			X			Work on meter in meter box, close valve; pulling weeds off weed screens
Reaching Above Shoulder			X			Priming Pumps; Changing light bulb;
Handle/Grasp					X	Pitch fork; small hand tools
Fine Finger Manipulation					X	Tools, steering wheel, parts
Hand Controls		X				Vehicle/backhoe,
Repetitive Motion				X		Body Part: Cycles/hr
Vibratory Tasks			X			Vibration of power/hand tools
Pulling				X		Cleaning weed screens
Talking		X				With customers, peers
Hearing					X	With customers, peers
Visual					X	Light, dark, twilight, inside/outside; peering in; checking mirrors; looking for hazards
Environmental Conditions					X	In heat, cold, rain, snow, wind, light, dark
Exposure to Weather					X	Position works outside
Extreme Cold					X	Capital improvement projects
Extreme Heat				X		
Wet and or Humidity			X			Outside position
Proximity to moving mechanical parts				X		Amon Pump; other pumps, motorized weed screens
Noise Intensity – Loud			X			
Exposure to Heights			X			
Exposure to Electricity		X				
Exposure to Toxic/Caustic Chemicals			X			Need to be aware when chemical applications are made to canals
Exposure to Radiation	X					

Key:
N = Never
S = Seldom

O = Occasional
F = Frequent
C = Constant

Approved: Charles Freeman
Charles Freeman, District Manager

Date: October 6, 2020

Date Board confirmed: October 6, 2020