

# **CITY OF REDWOOD CITY UTILITIES SPECIALIST**

## **DEFINITION**

To serve as Utilities Specialist for designated utilities system overseeing the work of Public Works employees in various classifications; to inspect, maintain and repair pumps, pumping structures, control valves and other system controls in the water, sewer and storm drains systems; to maintain supervisory control and data acquisition (SCADA); and to perform other specialized water quality control functions as assigned.

## **DISTINGUISHING CHARACTERISTICS**

This is the most advanced journey level class in the Public Works class series. The Public Works Utilities Specialist assists the section's supervisor in scheduling, assigning and reviewing the work of more junior employees. This position is characterized by the ability to perform the most complex and skilled water control service functions and the requirement to provide technical and job related guidance and training to others in a variety of skill areas.

## **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by a Public Works Supervisor.

Responsibilities include functional and technical supervision of other Public Works maintenance and lead workers related to specialized maintenance and repair procedures.

## **EXAMPLES OF ESSENTIAL AND IMPORTANT DUTIES**

1. Assist in developing and implementing goals, objectives and priorities for the assigned section's work crews, related to utilities specialist.
2. Plan, direct, coordinate and review the work of Public Works maintenance, repair, installation and construction activities.
3. Recommend to management necessary repairs and improvement within assigned systems.
4. Assist in preparing requisitions for necessary equipment, material and supplies; assist in preparing equipment specifications.
5. Maintain records necessary to monitor performance of assigned public works systems.

**CITY OF REDWOOD CITY  
UTILITIES SPECIALIST (*Continued*)**

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6. Assist management to investigate complaints and suggest corrective actions; study maintenance functions and recommend improvements.
7. Assist management to prepare budget estimates and other requested reports.
8. Responsible for all safety requirements, rules and regulations pertaining to Redwood City policy and standards, OSHA, JSA, Confined Space and Lock Out/Tag Out at job site.
9. Inspect project sites to evaluate work process and quality; resolve work problems; determine additional needs. Recommend to management necessary actions to correct deficiencies.
10. Assist management in developing notification letters and other public information materials.
11. Maintain knowledge of and contact with latest technology and apply to assigned section.
12. Advise engineering on structure and new developments, participate in final inspections, inspect contractor's work and verify completion for payment.

**ADDITIONAL EXAMPLES OF ESSENTIAL AND IMPORTANT DUTIES**

**Storm Drains Maintenance Section**

13. Understand and implement storm water performance standards.
14. Understand and respond appropriately to system needs including emergency situations such as storms and potential flooding.
15. Maintain City inlet, outlet and dewatering structures.
16. Maintain and clean wet well, grates to ensure safe ingress and egress to all station manholes.
17. Repair and/or replace flap gates at each station and upgrade them to latest and highest standards possible.
18. Understand seasonal responsibilities and their effect on the community. Plan, schedule and coordinate activities to minimize negative impact.

**CITY OF REDWOOD CITY**  
**UTILITIES SPECIALIST (*Continued*)**

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19. Check, service, repair and clean on a planned, scheduled basis the Marsh Road tied gates in accordance with applicable quality standards. Act in emergency storm situations to prevent flooding.
20. Locate and establish positive relations with contractors and/or vendors for specific needs.
21. Perform work with a record of regular attendance and punctuality.
22. Read tide tables and determine settings in waterways.
23. Maintenance and control of the Redwood Shores Lagoon in accordance with the Lagoon Management Plan.

**Sanitary Sewer Maintenance Section**

24. Inspect, maintain, and repair pumps and related equipment at the City's lift stations; lubricate and repack pumps and motors.
25. Read meters, change charts, wind clocks, repair valves, clean wet wells, and enter readings in log book.
26. Perform minor carpentry, electrical and various maintenance work on stations and station equipment.
27. Inspect and run standby generators.
28. Prepare work reports, repair reports, and requisitions.
29. Inspect and maintain cathodic control elements.

**Water System Maintenance Section**

30. Inspect, maintain, and repair pumps and related equipment at the City's pumping stations water storage stations; lubricate and repack pumps and motors.
31. Read meters, change charts, wind clocks, repair valves, clean main line valve ejector screens, and enter readings in log book.
32. Perform minor carpentry, electrical, and painting maintenance work on pump stations and station equipment.
33. Inspect and run standby generators.
34. Set pressure on control valves as needed.
35. Prepare work reports, repair reports, and requisitions.

**CITY OF REDWOOD CITY  
UTILITIES SPECIALIST (*Continued*)**

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36. Inspect and maintain cathodic control elements.

**OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities as assigned.

**JOB RELATED QUALIFICATIONS**

**Knowledge of:**

Techniques of supervision, communication and training.

Operation, maintenance and repair of pumps, pump controls and related equipment.

Operation and maintenance of SCADA.

Operation, maintenance and repair of electric, gasoline and diesel motors.

Control standards and operating characteristics of a Public Works System, (i.e., water distribution system, sewage collection system, storm drain collection system).

Water quality treatment techniques and laws.

Facilities maintenance procedures.

Principles of hydraulics.

Electricity and instruments to measure amps and volts.

**Ability to:**

Direct and oversee the work of others (including contractors and/or vendors).

Keep pumping stations of the City's Public Works Water System Maintenance, Sanitary Sewer System Maintenance and Storm Drains Maintenance Sections in operation.

Keep SCADA system of the City's Public Works Water System Maintenance, Sanitary Sewer System Maintenance and Storm Drains Maintenance Sections in operation.

Set and repair control valves.

Prepare reports and requisitions.

**CITY OF REDWOOD CITY  
UTILITIES SPECIALIST (*Continued*)**

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Read and interpret blueprints, diagrams and schematics.

Evaluate maintenance repair needs; take appropriate actions through an ongoing preventative maintenance program.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Skill to:**

Use and care of a variety of equipment (heavy & light), tools and apparatus.

Perform skilled repair work on mechanical, electrical and plumbing systems.

Perform minor carpentry, electrical and painting maintenance work.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Five years in Public Works systems facilities maintenance, with an emphasis on mechanical maintenance of pumps and motors.

**Education:**

Equivalent to completion of twelfth grade.

**Licenses or Certificates:**

If assigned to the Wastewater Management Services division, possession of a valid California Water Environment Association (CWEA) Wastewater Collection System Maintenance Grade II certificate is required.

If assigned to the Water Utilities Services division, possession of a valid California Department of Health Services D3-Grade Water Distribution Operator certificate is required.

Must obtain a valid Class A California Commercial Driver's License with the hazardous material, tanker endorsements and no automatic transmission restriction within six months of employment.

**CITY OF REDWOOD CITY  
UTILITIES SPECIALIST (*Continued*)**

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Must obtain a Crane Operator Certificate within one year of employment.

CPR & First Aid certificate.

**CITY OF REDWOOD CITY  
UTILITIES SPECIALIST (Continued)**

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**Special Requirements:**

Must be able to perform heavy manual labor, work outside in varying climatic conditions, lift heavy objects, and be in sufficiently good health to perform job duties.

**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. MME	13. SDE	25. SDE
2. SDE	14. SDE	26. OMNG
3. SDE	15. SDE	27. SWE
4. MWA	16. SDE	28. SDE
5. MMA	17. MME	29. SDE
6. MDE	18. MME	30. SDE
7. MWE	19. MME	31. SDE
8. SWE	20. OMA	32. MWA
9. SWE	21. SDE	33. MME
10. OMNE	22. SDE	34. MWE
11. OMA	23. SDE	35. MWE
12. MWE	24. SDE	36. DMA

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** May, 1997

**Bargaining Group:** Service Employees' International Union - Local 715

**Amended:** October, 2008

**Amended:** October, 2011

**CITY OF REDWOOD CITY  
UTILITIES SPECIALIST (*Continued*)**

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