



CLASS SPECIFICATION

03-27-2025

UTILITY MAINTENANCE & CONSTRUCTION HELPER, 9110

Summary of Duties: A Utility Maintenance and Construction Helper performs a variety of specialized semi-skilled and skilled manual tasks in construction, operations, maintenance, and repair activities at the Los Angeles Department of Water and Power (LADWP), and performs related duties.

Class Characteristics: A Utility Maintenance and Construction Helper performs a variety of semi-skilled and skilled manual work in the Water Distribution Division, Water Operations Division, or various Power Divisions at LADWP, often while acting as a helper to a journey-level worker. The work of this class is primarily in connection with various types of construction, operations, maintenance, and repair activities at LADWP. The ability to use various hand and power tools and to operate machinery and equipment in routine work is required. The work involves exposure to the hazards of confined spaces, working from elevated platforms, traffic, ladder work, crane operation, tunnel repair, and maintenance activities on various Water and Power division equipment and facilities. Employees shall work under close supervision of craft supervisors while performing skilled work and instructions are normally received verbally or in writing. This distinguishes the work from that of a Maintenance and Construction Helper who normally does some skill work, not limited to any specific craft field, without close supervision or detailed instruction. An employee of this class may act as a head of a small crew doing unskilled or semi-skilled work.

Example of Duties:

- Assists journey-level workers with the installation of water services, such as water system mainlines, trunk lines, valves, hydrants, and other water system appurtenances;
- Assists journey-level workers in locating and repairing leaks to the water system infrastructure, such as water mains and service connections, with sounding bars and sound amplifiers;
- Assists journey-level workers with the installation of water measuring devices, weirs (barriers to control and raise water levels), placing concrete, setting posts, cutting and clearing brush and stream obstructions;
- Cleans, sharpens and oils tools and equipment;
- Assists with spreading water through the use of ditches and canals;
- Assists journey-level Water Utility Operators, Water Treatment Operators, Welders, Equipment Operators, Protective Coating Workers, Conduit Mechanics, and other journey-level workers in the performance of their duties in the shop and field, such as removing bolts and nuts, dismantling and assembling machinery and equipment, grinding, chipping and hammering metals, delivering hazardous chemicals, woodworking, carpentry, and installing and maintaining chain link fences;

- Operates hydraulic, electric, and boring tools;
- Arranges slings and chain hoists for loading and unloading, picking up and delivering, and moving, materials, parts, tools, equipment, and supplies, such as pipe, pole, pile, and timber;
- Helps to build and strip forms, finish concrete, construct and deconstruct scaffolding, set up rigging devices, lay roofing material, and place and fasten reinforcing steels;
- Does painting not requiring journey-level skills and stencils simple signs;
- Uses steam cleaning machines and other spraying and cleaning machines to prepare equipment/surfaces for painting, to spray herbicides, or to clean vehicular tunnels and other structures, and does related work;
- May perform caretaking duties of buildings, structures, and other property, such as sweep and clean work locations, warehouses, shops, pedestrian tunnels, and other areas;
- Operates and maintains water tanks and reservoirs, and performs weed and pest spraying in aqueducts, reservoirs, and receiving and distribution stations in the Owens Valley;
- Assists in building, construction, maintenance, operation, and repair operations using various materials, equipment, and hand, pneumatic, and power tools in the performance of a variety of semi-skilled manual tasks, such as digging and filling excavations related to water infrastructure;
- Does rock scaling from a boatswain's chair;
- Makes wood, rock, rubble riprap walls and brush mattings;
- May occasionally operate and make minor repairs and adjustments to power-driven equipment, such as a power sweeper, scrubber, forklift, or light truck;
- May occasionally operate concrete mixers, concrete saws, air compressors, sandblasters, gunite machines, pneumatic epoxy delivery system, pavement breakers, rock drills, and various types of pneumatic tools;
- Operates water treatment equipment, such as rodding or balling machines to clean sewer lines; motorboats to pick up refuse from reservoirs and waterways; and portable pumps in dewatering operations;
- Sorts and grades salvage and recyclable material;
- Helps take measurements;
- Assists equipment operator in grading operations, such as spreading and leveling cold or hot bituminous mix to grade, heating and spraying asphalt for bonding new to old surfaces, and heating and pouring ozite sealer;
- May act as signal person for equipment operator;
- May occasionally be assigned to other duties in an apprentice capacity in a building trade, for training purposes, or to meet technological changes or emergencies.

REQUIREMENTS:

1. Six months as a Utility Pre-Craft Trainee with the Los Angeles Department of Water and Power; **or**
2. Six months of full-time paid experience in construction, craft or landscaping work; **or**
3. One year of full-time paid experience in construction while in the United States Armed Forces; **or**
4. Possession of a Distribution Certification Grade D1, given by the State Water Resources Control Board; **or**
5. Completion of one of the following courses at Los Angeles Trade Technical School (LATTC):

- a. WATER 101 - Introduction to Supply Water Technology; **or**
- b. WATER 004 - Water Purification I (Potable); **or**
- c. WATER 005 - Water Treatment II (Potable); **or**
- d. WATER 001 - Water Distribution I.

License: A valid Class C and Class B driver's license with a valid medical certificate approved by the California Department of Motor Vehicles (DMV) are required.

Physical Requirements: Strength to perform average lifting up to and occasionally over 70 pounds, and to engage in regular strenuous digging activities; good hearing ability; good eyesight; and good balance and equilibrium.

Because this class has been designated as Safety Sensitive in accordance with City Policy, a drug and alcohol screening test may be required prior to appointment and during employment.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As indicated in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.