

**HUMBOLDT COMMUNITY SERVICES DISTRICT
JOB DESCRIPTION:**

TEMPORARY ENGINEERING CLERK/LABORER

Effective: April 1, 2022

Reporting to the District Superintendent and Assistant Engineer, the Temporary Engineering Clerk/Laborer position is a temporary non-benefited, non-exempt/hourly classification working less than 960 hours during a fiscal year.

Definition

Under direct supervision; performs unskilled and semi-skilled work in the engineering, maintenance, and construction departments; fulfill administrative duties around the office; incorporate academic knowledge into hands-on work; operates motor vehicles and other District equipment; and perform related work as required.

Essential Functions/Duties

- Supports the administrative activities of the engineering, construction and maintenance departments such as design and as-built documentation, project scheduling, data entry, copy, filing and document organizing
- Attend and contribute to project progress meetings
- Assist with pre and post inspection site visits
- Drives service vehicles and operates District equipment as needed.

Other Duties include, but are not limited to:

- Operate valves and hydrants
- Assists with a variety of maintenance, repair, and construction work on District facilities.
- Assists with the cleaning and unplugging of sewage lines.
- Assists with concrete, asphalt, and pavement repairs.
- Operates pneumatic, hydraulic, and gasoline powered tools such as pavement breaker, clay spade, tamper, vibrator, compactor, power saw, power drill, and weed whacker.
- Loads and unloads materials and equipment.
- Assists with the installation and repair of pipes and service lines.
- Shovels backfill material and asphalt.
- Installs street barricades, cones, traffic control devices and performs traffic flagging.
- Performs landscape trimming, mowing and brush cutting.
- Painting projects as assigned.

Employment Standards

Knowledge of:

- Windows/Microsoft Office
- AutoCAD Civil 3D
- ESRI ArcGIS

Ability to:

- Work independently.
- Understand and apply related math and engineering principles
- Attention to, and memory for, detail
- Follow oral and written directions.
- Establish and maintain cooperative working relationships.

Typical Physical Activities

- Operates District vehicles to deliver items and travel between job sites.
- Must be able to carry, push, pull, reach, and lift equipment/parts weighing up to 50 lbs.
- Frequently walks in uneven terrain, in an outdoor environment including stooping, kneeling, crouching, etc., in the performance of daily activities.
- May work in an environment with exposure to dust, dirt, significant temperature changes between cold and heat, rain, open trenches, confined spaces, chlorine and sewage.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Sits for extended time periods.
- Uses office equipment such as computers, printers, plotters, copiers, and fax machines
- Hearing and vision within normal ranges.

Special License/Certification Requirements

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles. Possession and proof of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration.

Desirable Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Current enrollment in an engineering, surveying, environmental science or geospatial information systems or water operator training program
- Willingness to learn new skills
- Flexible schedule
- Strong organizational and communications skills

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated _____

Employee Signature _____