

Position: Wastewater Utility Maintenance
Worker I

Reports to: Crew Leader

FLSA Status: Non-Exempt

Date: June 2008



JOB DESCRIPTION

JOB SUMMARY:

The purpose of this position is to maintain the water and wastewater system. This is accomplished by repairing water and sewer lines, installing pipe and making connections, installing manholes, loading materials onto trucks, excavating, and backfilling holes and ditches. Additional duties include operating equipment and completing other projects which could include concrete, landscaping and road work.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Daily maintenance of the City sewer system and equipment. Remove and replace manhole lids, load and transport materials and equipment to and from the job site. Regular use and operation of shovels, common hand tools, dump truck, jet-rodding machine, sewer camera, back hoe, etc.
Repair and / or replace water and sewer lines, perform maintenance and repairs at sewer lift stations and water towers, set up proper traffic control devices and direct traffic.
Load and unload materials by transporting and operating equipment and performing preventive maintenance.
Assist other departments with special events or maintenance duties which may include repairing streets, parks or water system.
Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Formal Education: Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.
Experience: No experience required.
Supervision: Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.
Freedom to Act: Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills: Basic - Work requires the use of standard technical skills appropriate to the work environment of the organization.
Reading Skills: Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Math Skills: Basic - Ability to perform the four basic arithmetic operations. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Writing Skills: Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.

Certificates & Other Requirements:

- Possession of, or ability to obtain, within six (6) months of employment a Class B Commercial Texas Driver's License.
- Work requires unusual hours and ability to be on call after business hours.

OVERALL PHYSICAL STRENGTH DEMANDS:

Very Heavy: Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

C - Continuously 2/3 or more of the time.	F - Frequently From 1/3 to 2/3 of the time.	O - Occasionally Up to 1/3 of the time.	R - Rarely Less than 1 hour per week.	N - Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	Observing work site
Sitting	R	Driving
Walking	C	Around work site
Lifting	C	Supplies, equipment
Carrying	C	Supplies, equipment
Pushing/Pulling	C	Equipment, hoses
Reaching	C	For supplies
Handling	R	Paperwork
Fine Dexterity	F	Computer keyboard, telephone pad, calibrating equipment
Kneeling	F	Retrieving items from lower shelves/ground
Crouching	C	Retrieving items from lower shelves/ground
Crawling	O	Under equipment, inside attics/pipes/ditches
Bending	C	Retrieving items from lower shelves/ground
Twisting	F	Getting inside vehicle
Climbing	F	Ladders, step stools, onto equipment, stairs
Balancing	O	On equipment
Vision	C	Reading, driving, observing work site
Hearing	C	Communicating with co-workers and public and on telephone
Talking	F	Communicating with co-workers and public and on telephone
Foot Controls	F	Driving, operating heavy equipment

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer, printer and related software, copier, fax machine, light and heavy equipment to include backhoe, dump truck, skid steer, crew cab truck with trailer, and hand and power tools.

PROTECTIVE EQUIPMENT REQUIRED:

Protective clothing, boots, hard hat, safety glasses and shields, ear plugs, reflective safety vests, gloves, leather and rubber mud boots, raincoats, coveralls, safety harnesses, traffic control equipment, knee pads, and chain saw chaps.

PRIMARY WORK LOCATION AND WORKING CONDITIONS:

Outdoors and maintenance shop. Working conditions include frequent exposure to unpleasant environmental conditions and/or hazards. Majority of work is performed outside or with exposure to risk. Frequent physical effort is required.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.

SIGNATURE AND APPROVAL:

I have reviewed this description and find it to be an accurate representation of the demands of the position.

Kevin Hugman, Director of Human Resources
Printed Name & Title


Signature

6-11-08
Date

EMPLOYEE ACKNOWLEDGEMENT:

I acknowledge that I have received a copy of my job description and will direct any questions to my supervisor or Human Resources.

Printed Name & Title

Signature

Date