

POSITION DESCRIPTION

Class Title: Maintenance Worker I

Date Completed: 07/09/01

Functional

Title: Maintenance Worker I – Water/Sewer

Class: 2

Department: Public Works

Job Code: 0022

FLSA Status: NE

Job Title of Immediate Supervisor: Assistant Superintendent -- Waterworks

This is manual work in which the employee performs a variety of unskilled and semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water, sewer, street, and storm drainage facilities and systems. Works under the immediate direction of an Assistant Superintendent, Crew Chief and/or Plant Operator.

ESSENTIAL JOB FUNCTIONS:

1. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
2. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.
3. Services water supply, sewer lift and other pumps.
4. Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.
5. Determines the locations of gas, telephone, power, television, water and sewer lines from the appropriate sources prior to excavation.
6. Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.
7. Collects effluent samples from treatment facilities as directed.
8. Inspects and/or assists in repairs of chlorine machine, booster pumping stations, reservoir, meters, streets, drainage systems and sewer system at frequent intervals to insure that all aspects of the systems are functioning properly.
9. Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
10. Performs routine inspection and preventive maintenance on assigned tools and equipment and refers defects or needed repairs to supervisor; cleans equipment.
11. Performs routine maintenance at sewer lift stations; lubricates, primes pumps; checks controls for proper operation; checks belts, replacing as necessary; reads sewer flow meters; checks operation and temperature of motors; handles routine maintenance as above at water wells and treatment plant.
12. Performs all duties in conformance to appropriate safety and security standards.
13. Operates a variety of power construction and maintenance equipment used in the water, sewer and street department.

14. Cuts grass, weeds and brush; rakes leaves; picks up trash; cleans parks, neutral grounds, cemetery and City-owned property; spreads sand and dirt; puts up street signs; directs traffic at street construction sites; loads and unloads trucks.
15. Responsible for such assignments as setting up for special events; installation and removal of holiday decorations; general clean-up and painting.
16. Works on street crews spreading asphalt, installing culverts, filling potholes.

MINIMUM REQUIRED EDUCATION & EXPERIENCE:

1. Graduation from high school or GED equivalent; and/or
2. Demonstrated aptitude for mathematics; and/or
3. Any equivalent combination of education and experience

MINIMUM REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

1. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
2. Skill in operation of some of the following tools and equipment: Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, roto-rooters, tapping machines, high velocity sewer cleaner, trenching machine, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.
3. Ability to successfully complete testing for Class II State Operator Certification.
4. Ability to work overtime and on-call requirements as scheduled.
5. Ability to operate and maintain lawnmowers, weed eaters and similar equipment.
6. Ability to perform heavy manual tasks for extended periods of time.
7. Ability to work safely.
8. Ability to communicate effectively verbally and in writing and to understand and carry out written and oral instructions.
9. Ability to establish and maintain effective working relationships with employees, other departments and the public.

SPECIAL REQUIREMENTS:

1. Must possess valid State Driver's license.
2. Some positions of this class may require Commercial Driver's License (CDL) certification.

ESSENTIAL MENTAL & PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

1. Use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
2. The employee frequently is required to stand and talk or hear.

3. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.
4. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
2. The noise level in the work environment is usually loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPROVALS:


DEPARTMENT DIRECTOR


PERSONNEL DIRECTOR

POSITION APPROVED BY ORDINANCE NO. 93-7 ON 5-13-93