

Job Description



Utility Worker I – Water/Wastewater

Department:	Water/Wastewater	Salary Grade: 9 \$11.20 - \$18.00
Reports To:	Water/Wastewater Supervisor	FLSA: Standard/Non-Exempt

Purpose:

Responsible for operating heavy equipment and performing meter and distribution line services in the Water/Wastewater Department.

Essential Job Functions and Responsibilities:

Essential duties and functions may include the following. Must possess required knowledge skills, abilities and experience and to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

1. Reads and records water and electric meters; installs, connects and disconnects meters.
2. Installs, maintains and repairs water distribution and wastewater collection systems with use of hand tools and heavy equipment (dump truck, backhoe, track loaders and steel wheel compactors).
3. Transports heavy equipment and materials to and from job sites.
4. Inspects equipment and performs preventive maintenance or repairs as needed. Refers complex equipment problems to supervisor.
5. Confers with customers regarding service problems and reports feedback to supervisor.

Knowledge, Skills and Abilities:

- Basic knowledge of field maintenance and emergency repair of heavy equipment
- Basic knowledge of methods, techniques and safety precautions involved in the operation of heavy and complex equipment
- Basic skills to produce finished quality maintenance repair with minimum rework
- Ability to develop and maintain a positive working relationship with staff, fellow employees, elected officials, supervisors, citizens, business and community groups
- Ability to understand and follow verbal and written instructions, complete daily work orders and work independently in the absence of supervision
- Ability to establish work priorities and complete job tasks within specified time frame with frequent interruptions and changes in priorities
- Basic understanding of problem solving and conflict management technique
- Basic understanding of excellent customer relations practices
- Basic skills to communicate clearly and concisely, both orally and in writing, using proper business English
- Basic understanding of City safety rules and operating procedures
- Ability to maintain regular and punctual attendance

Minimum Qualifications:

- High School diploma or GED equivalent
- Up to one (1) year experience in construction or maintenance

Licenses and Certifications:

- Texas Class "C" license when hired
- Texas Class "B" CDL or ability to obtain within ninety (90) days of employment
- TCEQ Class "D" Water Distribution/Wastewater Collection License or ability to obtain within 1 year of employment

Work Environment/Physical Requirements:

The work environment and physical demands 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.

- Majority of work performed is in an outdoor environment with frequent exposure to hazardous and unpleasant conditions. Work requires entering confined spaces and around heavy equipment. Work requires extensive stooping, lifting of 100 lbs, standing, climbing, and other physical activities needed to perform the essential duties of the job.

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

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- Ability to work overtime and/or be on-call for the department during extreme weather and/or the rotation of schedule on nights/weekends and emergency calls and respond to a call within thirty (30) minutes

Preferences:

- Bilingual in English and Spanish
- Prior experience in construction and maintenance

This job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

Printed Name

Signature

Date

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