

POSITION DESCRIPTION

Class Title: Utility Maintenance I

Department: Public Works & Utilities

Grade Number: PW&U - V

Date: 02/11/2003

GENERAL PURPOSE:

Performs a variety of 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.

SUPERVISION RECEIVED:

Works under the close supervision of a Utility Supervisor (Crew Leader)

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Inspects and/or repairs, booster pumping stations, reservoir, meters, streets, drainage systems and sewer lift stations to include collection and distribution systems at frequent intervals to ensure that all aspects of the systems are functioning properly.

Maintains a variety of records relating to inspections, maintenance activities and inventory of operating systems, equipment to include but not limited to valves, hydrants, and other system components.

Performs underground utility locates prior to digging and ensures that the location has been called in to the proper authorities.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; and communicates findings to supervisor to determine the appropriate corrective action to be taken.

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.

Ensures the proper maintenance of equipment and tools is maintained, by cleaning and inspecting equipment and tools for defects or unsafe condition after each use, to ensure operational readiness.

Drives trucks of various types, sizes and weights as may be assigned and performs loading, hauling

and unloading activities of various materials and equipment.

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Operates light and medium-sized construction and power equipment, such as mechanized broom, VAC / getter/inductor truck, backhoe/loader, mini-excavator, boom truck and other motorized equipment assigned or instructed to operate.

Performs all duties in conformance to appropriate safety and security standards.

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, to include installation and back-filling of ditch lines and proper tamping and fill on utility and road cuts.

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.

Assists in the training of lower level employees to increase their skills in the maintenance, construction and repair of water, sewer, street and storm drainage facilities.

Services all collection and distribution systems to include but not limited to, booster pump stations, sewer lift and assists Treatment Plant employees with repairs and installation of new and repaired equipment, pumps and other appurtenances.

PERIPHERAL DUTIES:

Serves on various employee or other committees as assigned.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- A. Graduation from high school education or GED equivalent, and
- B. Two (2) years of experience relating to construction, maintenance, or repair, or
- C. Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- A. Moderate knowledge of equipment, facilities, materials, methods and procedures used in

maintenance, construction and repair activities;

B. Skill in operation of some of the listed tools and equipment.

C. Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS:

Valid Georgia State Driver's license and CDL certification within 90 days of appointment.

State Certification in Collection and Distribution as recognized by GRWA, AWWA and/or DNR.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street sweeper, jetter/inductor truck, street roller, manlift, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.

PHYSICAL DEMANDS:

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. 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.

While performing the duties of this job, the employee regularly works in outside weather conditions, to include ambient conditions of excessive heat and extreme cold. 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.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

Approval: Burt Edwards
Supervisor

Approval: [Signature]
Appointing Authority

Effective Date: 02/11/2003

Revision History:

Revised: 02/30/2014

Revised 07/16/2018

Revised: 08/12/2019