

**SILVER LAKE WATER AND SEWER DISTRICT
POSITION DESCRIPTION**

Position Title:	Utility Maintenance Worker I	Department:	Operations and Maintenance
Report To:	Operations and Maintenance Manager	Supervises:	0

1.0 MAJOR FUNCTION AND PURPOSE

This position provides regular and recurring installation, repair and maintenance work in the water distribution and sewer collection systems with frequent supervision. Performs manual labor, reads water meters, provides general maintenance for the District's grounds, facilities and vehicles. Assignments generally include the use of standard hand, long-handled, and power tools and may require intermittent operation of a utility truck. This position also requires the ability to be assigned to and respond to off-hour emergency response work.

2.0 SUPERVISION RECEIVED

This position serves under the direction of the Operations and Maintenance Manager.

3.0 SUPERVISION EXERCISED

None

4.0 MAJOR JOB RESPONSIBILITIES

Installs, services and repairs District water and sewer facilities; including but not limited to, water and sewer mains, sewer lift stations, water booster stations, water valves, manholes, and other District facilities, vehicles and equipment.

Repairs water and sewer line leaks.

Flushes water lines and hydrants.

Operates vacuum and jetting trucks to maintain sewer mains, lift stations, manholes and clean plugged sewer lines.

Installs, repairs and maintains water system valves, water meters, and fire hydrants. Taps water and sewer mains for new water and sewer connections. Repairs street curbs, streets, and sidewalks cut during the installation or repair of water and sewer mains or services.

Locates water and sewer mains, manholes, water services and side sewers; inspecting newly installed water and sewer services; raising and/or repairing manhole frames, valve boxes, and lids.

Services and maintains small tools and equipment.

Conforms to work site safety regulations and procedures during field operations; including, but not limited to, traffic zones, confined space entry, safety equipment usage, excavation planning and execution, in equipment usage compliance with Federal and State regulations. Provides traffic zone control (Flagging) as required.

Processes work orders according to time and material specifications and conducting final inspection of projects with supervisor.

Reads water meters by manual or by electronic means. Works with District staff to verify identified water meter re-reads, checks for indications of leaks and informs customers of high consumption.

Works with other District staff to perform service disconnection, water meter lock outs, and reconnections.

Perform related duties as required and assigned.

Operates heavy equipment, vector trucks, vehicles, and other District equipments.

Responds to emergency call outs.

5.0 MINIMUM QUALIFICATIONS

High School Degree or GED

One year experience in a public utility, facility maintenance, construction, or like field.

Water Distribution Manager I or Water Distribution Specialist 1 (within twelve months of hire)

Commercial Drivers License – Class A with airbrake and tanker endorsement (within twenty-four months)

Certified Work Zone Traffic Control (Flagging Card) (within twelve months)

CPR/Blood Borne Pathogens/First Aid Certification (within twelve months)

Forklift Certified (within twelve months)

6.0 KNOWLEDGE, SKILLS AND ABILITIES

Ability to adhere to District Policies and procedures.

Knowledge of basic waterworks and sewer systems.

Knowledge of work site safety regulations, with specific knowledge of confined space, excavation and trenching, and traffic zone regulations.

Ability to be a weekend and after hours duty responder on a rotating basis and responds to emergency conditions as required and directed.

Knowledge of word processing, email, spreadsheet, and databases programs (i.e., Word, Excel, Outlook, and Access).

Ability to follow oral and written directions.

Ability to understand, read, speak, and write English.

Ability to read and understand basic construction drawings and prepare hand drawn “as-builts”.

Ability to see primary colors

Knowledge of basic mathematics.

Knowledge of basic first aid, CPR and blood borne pathogens prevention.

Ability to work well with others, be flexible in job assignments, be able to respond to emergency conditions as directed.

Ability to deal with customers and the public in a courteous and professional manner.

7.0 WORK ENVIRONMENT

Environment: Work is primarily performed outdoors in all weather conditions. Employee risks physical hazard from mechanical and electrical equipment, traffic, animals, and other dangers.

Physical: Physical effort for extended periods of time is required to perform heavy manual labor in underground and confined spaces and at heights with uncomfortable, dirty conditions. Lifting up to 100 pounds is required, and the ability to carry 50 pounds unassisted. This position requires the physical ability to climb, stoop, kneel, crouch, crawl, grip, push, pull, lift, reach, walk quickly on uneven surfaces, and perform repetitive motions.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus, and see and distinguish primary utility marking colors (Green/Red/Blue/Black/Yellow).

Hearing: Hear in the normal audio range with or without correction.

Tobacco Free: The Silver Lake Water and Sewer District is a tobacco-free environment within District-owned facilities and vehicles. The District's policy is to hire only non-smokers and non-chewing tobacco users.