

POSITION DESCRIPTION

JOB TITLE: Water/Sewer Maintenance Laborer

GENERAL PURPOSE:

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation and repair, maintenance, and replacement of City water and sewer facilities and systems.

SUPERVISION RECEIVED:

Works under the immediate supervision of the Water/Sewer Maintenance Foreman.

SUPERVISION EXERCISED:

None generally. May serve as a lead worker over lower level maintenance workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Inspects and/or repairs water and sewer pipe and appurtenances within the water distribution system and wastewater collection system. Insure that all aspects of the system are functioning properly at all times.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, material inventory, etc.

Determines the location of water and sewer lines along with the locations of other underground utilities, lines and cables prior to excavation as prescribed by Oklahoma law.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

Contacts residents and business owners in area where services will be disconnected and explains when services will be shut off and how soon it will be turned back on.

Insures the proper maintenance of tools and safety equipment by cleaning and inspection for defects after each use.

Drives trucks of various sizes and weights in the loading, hauling and unloading of equipment, top soil, gravel, sand, trench spoil or any other substance related to maintenance or construction.

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

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

Performs basic mathematical calculations used in water and wastewater works.

Performs required labor involved in construction and maintenance projects as part of a crew, including pavement and sidewalk removal and replacement, ditch digging, manhole and line cleaning, main and pipe repair, laying new pipe, installing manholes, installing or repairing fire hydrants, making water taps and installing and maintaining water meters, backfilling and landscaping.

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Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services; assists in shutting off broken sections of water mains.

Services water supply, sewer lift and other pumps.

Operates a variety of power construction and maintenance equipment used in the water and sewer department.

PERIPHERAL DUTIES:

Serves on various employee or other committees as assigned. Assists other public works employees in the overall maintenance of the City.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- a) Graduation from high school education or GED equivalent and
- b) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- a) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- b) Skill in operation of 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:

- a) Valid State Driver's license and have a sufficient driving record for City's insurance carrier. Valid CDL certification or have the ability to obtain within six (6) months.
- b) Possess a Class "D" Oklahoma Water Maintenance license and a Class "D" Sewer Maintenance license or have the ability to obtain within six (6) months.

TOOLS AND EQUIPMENT USED:

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, boring equipment, mobile radio and phone, sewer rodder, jet/vacuum cleaner, and video inspection equipment.

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

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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 is frequently 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. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions or caustic chemicals and vibration. The employee occasionally works in tight, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and pathogenic substances.

The noise level in the work environment is usually loud.

NOTE: 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.