

POSITION DESCRIPTION
City of Brewer

Class Title: Utility Worker

Department: Water Department

Date: December 14, 2011

GENERAL PURPOSE

Employee is responsible for assisting in the installation and repair of water lines and services. Work involves the performance of manual labor tasks in connection with construction, maintenance and repair of the distribution system.

SUPERVISION RECEIVED

Works under the general supervision of the Distribution Foreman and Superintendent

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Turns on and/or discontinues water service as required in the Water Departments "Terms and Conditions". Effects necessary maintenance and repairs to needed to service boxes and valve boxes. He/She reads meters of residential, commercial, Industrial, Institutional and governmental customers, enters meter readings, and notes any needed maintenance and repairs.

Investigates customer calls regarding meter operation and water quality; takes actions to resolve the problem.

Hauls, dumps, and shovels crushed stone, sand, dirt and asphalt from trucks using appropriate equipment. Maintains traffic control, and sets cones and barricades to alert motorist and provide safety for fellow workers.

Dig ditches, repairs and/or replaces pipes, refills ditches, patches roads and sidewalks, and cleans worksite as needed, including loaming, seeding, cold patching, and tarring. Raises boxes and manhole covers to grade.

Locate water mains, services and value boxes for customers, contractors and City Public Works Department. Responsible for accurate measurements for all new services, for maps and records department and main extensions and valve boxes.

Attends safety, training and other department meetings as directed or required

Conducts flow test on hydrants, calculating gauge pressure and flow.

Assist in the flushing of fire hydrants and lines, and in the thawing of frozen water lines.

Collects money from customers and handles delinquent customers and disconnections.

Works with paving contractors lowering and raising gate boxes as necessary during the paving process

Serves on regular rotation for weekend and holiday coverage as directed or required.

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Helps in keeping a complete inventory of parts and equipment used in the operation of the Distribution System

Ability to interact with co-workers, customers, and members of the general public in a courteous, effective and tactful manner.

Performs related duties as assigned

PERIPHERAL DUTIES

Serves as a member of various employee committees

DESIRED MINIMUM QUALIFICATIONS

- Graduation from high school or GED equivalent
- 2 Years experience involving related water utility or equivalent experience
- Possession of a valid State of Maine Class C Drivers License
- Possession of a valid State of Maine Class II Water Distribution System License or the ability to obtain within 2 years of hire date.
- Possession of a valid State of Maine Class III Water Treatment License or the ability to obtain within 3 years of hire date.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced Knowledge of water meters, service lines and water mains.
- Ability to understand and follow verbal instructions and written job orders; Ability to communicate verbally and in writing; Ability to observe proper safety precautions.
- Ability to prepare and submit accurate paperwork, including time cards, stock sheets, work slips and equipment records
- Ability to establish effective working relationships with customers, co-workers, supervisors and the public in a courteous, effective and tactful manner.
- Highly skilled in the operation of listed tools and special equipment used by the Water Department

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. The employee is occasionally required to walk; talk or hear; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

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The employee must be able to lift and/or move 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud in the field setting, and moderately quiet in the office setting.

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: