WATER & SEWER DEPARTMENT

JOB DESCRIPTION

UTILITY MAINTENANCE WORKER

**EXEMPT**: No **UNION**: No

GENERAL STATEMENT OF JOB:

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

EXAMPLES OF WORK PERFORMED:

Section 1. Specific Activities

1. Performs required labor involved in construction and maintenance projects as part of a crew, including cleaning and unclogging water and sewer lines, manholes.
2. Assists in installations of water and sewer lines and connections; assists in rebuilding manholes.
3. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installations of services, fire hydrants and drinking fountains; assists in shutting off broken sections of water mains.
4. Reads, removes, installs water meter related service.
5. Utilizes GIS mapping software to locate and maintain infrastructure maintenance data.
6. Operates a variety of power construction and maintenance equipment used in the water and sewer department.
7. Maintains lift stations.
8. Repairs and conducts general maintenance on buildings and grounds.
9. Inspects construction work.
10. Performs all duties in conformance to appropriate safety and security.
11. Answers to call-in emergency situations.

Section 2. Peripheral Activities

1. Performs other duties as requested or as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Solve practical problems; variety of variables with limited standardization; interpret instructions. Add, subtract, multiply, and divide whole numbers. Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.

Skill in the operation of listed tools and equipment.

Ability to understand and follow verbal or demonstrated instructions; write identifying information; request supplies verbally or in writing. Ability to communicate effectively, verbally or in writing, with the City of Platteville employees and the general public about services needed with meters or general information. Employee will be familiar with details of job to do it reasonably well within 6 months.

TOOLS AND EQUIPMENT USED:

Backhoe, sewer rodder, air compressor, tap machine, mechanic tools, loader, dump truck, concrete saw, sewer vacuum, sewer jetter, plate compactor, torch, grinder.

CONFIDENTIAL DATA:

None.

ESSENTIAL PHYSICAL JOB REQUIREMENTS:

The physical demands 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, employee constantly stands; walks. Employee frequently drives a motor vehicle; heavy equipment; uses eye-hand coordination, hears; talks; uses the telephone; has contact with general public/customers; stoops, kneels, crouches, or crawls. Employee occasionally sits; reaches; grasps; holds; uses repetitive movements; tastes or smells; works alone; climbs stairs; climbs ladder.

Employee must be able to lift up to 50 pounds; occasionally lift up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, ability to adjust focus.

ACCEPTABLE EXPERIENCE AND QUALIFICATIONS:

The following elements serve to identify the required acceptable experience and qualifications:

1. Minimum education: High School Degree, or GED equivalent, and
2. Related work experience of 1 year
3. Basic Knowledge of computers, tablets, and phone applications.
4. Valid driver’s license; Class B CDL license withair brakes and tank vehicle (N) endorsements must be obtained within 6-months of hire.
5. Familiarity with lockout/tagout safety protocols.
6. Experience with one or more of the following tools or equipment; backhoe, sewer rodder, air compressor, tap machine, mechanic tools, loader, dump truck, concrete saw, sewer vacuum, sewer jetter, plate compactor, torch, grinder
7. Must successfully complete a background investigation and drug screening to be eligible for the position.

STATEMENT OF WORKING CONDITIONS:

The City of Platteville is a drug-free workplace.

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, employee is frequently exposed to dirt, noise, temperature extremes, dampness, and equipment movement hazard while repairing water and sewer lines. Employee must have the ability to work long hours in emergency situations and to withstand temperatures below zero and above 90 degrees when repairing water and sewer line problems.

POSITION ACCOUNTABILITY:

REPORTS TO: Utility Maintenance Foreman

SUPERVISION EXERCISED: None

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 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.

CITY OF PLATTEVILLE VALUES

Having a Positive Impact on Our Community • Treating our Customers with Care • Working Cooperatively Together • Doing Quality Work • Demonstrating Integrity on the Job • Showing Flexibility and a “Can Do Spirit” • Acting as Good Stewards of the City’s Resources • Ensuring Our Safety and the Safety of Others

Approved by Water & Sewer Commission: 7/9/01

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