

FLSA: NON EXEMPT
PAY RANGE: 17
PAY CODE: HOURLY
WC/CODE: 7520/7580

**CITY OF WHARTON
UTILITY MAINTENANCE WORKER I**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform semi-skilled and unskilled work in the construction, maintenance, repair and related activities pertaining to water and wastewater operations.

DISTINGUISHING CHARACTERISTICS

This is an entry level class within the Utility Maintenance Worker series.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from upper level utilities staff.

Exercises no supervision.

EXAMPLES OF IMPORTANT RESPONSIBILITIES AND DUTIES--*Important responsibilities and duties may include, but are not limited to, the following:*

Essential duties and responsibilities

- . Perform water and wastewater construction and maintenance activities; participate in the repair and maintenance of water and sewer lines including repairing leaks and taps, rodding sewer lines, and assist in making sewer taps; locate water and sewer lines.
- . Assist the Public Utilities Department in obtaining a variety of tools and supplies used to maintain water and wastewater operations.
- . Repair water towers and storage tanks.
- . Responsible for changing chlorine bottles and filling fluoride barrels at various water distribution sites.
- . Provide assistance in performing repairs to lift station machinery and equipment; assist in the repairs on transfer pumps.
- . Assist in street maintenance by patching pot holes.

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- . Investigate complaints related to water or sewer leaks; investigate complaints related to sewer or water flow stoppage.
- . Perform grounds maintenance activities including the mowing of lawns, and performing landscaping, and general grounds maintenance activities for water and wastewater departments.
- . Operate a variety of construction equipment including tractors, trucks, loaders, mowers, backhoes and a variety of hand tools.

Other important duties and responsibilities

- . Assist in the daily maintenance of the wastewater plant.
- . Transport water samples to the Department of Health in Houston.
- . Provide general carpentry assistance and painting to restore city structures.
- . Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic methods and techniques of general construction, maintenance, and repair related to Public Utilities.

Basic water and wastewater treatment and distribution activities.

Procedures related to developing water tapes.

Equipment and tools used in the area of work assigned.

Occupational hazards and standard safety practices.

Ability to:

Perform a variety of semi-skilled maintenance, construction and repair work in the area of work assigned.

Operate a variety of vehicular and stationary mechanical equipment in a safe and effective manner.

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Perform work independently in the absence of supervision.

Perform a variety of manual tasks for extended periods of time and in unfavorable weather conditions.

Perform heavy manual labor.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Follow all safety rules and regulations of the department to which assigned.

Ability to:

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing, bending or crouching for extended periods of time*
- *operating assigned equipment and vehicles.*

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*
- *operating assigned equipment and vehicles.*

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

No experience is required.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

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License or Certificate

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, an appropriate, Operators License D.

WORKING CONDITIONS

Environmental Conditions:

Travel from site to site; field and/or water or wastewater treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, and inclement weather conditions; work around heavy construction equipment.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing, bending or crouching for prolonged periods of time; and operating motorized equipment and vehicles.