

Job Title: Utility Maintenance Technician

Eligibility: Open

System: Appointed, Non-Exempt

Department: Public Works - Utility Maintenance

Immediate Supervisor Water or Sewer Crew Leader

BRIEF DESCRIPTION OF THE JOB: Responsible for the maintenance and repair of City Water lines, sewer lines, and related structures. Performs related work as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percent
age of
Time Physical
Strength
Code

<p>1) Performs a combination of manual and semi-skilled labor and equipment operation for the purpose of maintaining and repairing City water lines, sewer lines, and related structures. Assigned project work includes maintaining repairing and/or constructing sewer, water, and ditch lines; clearing sewer back ups; maintaining storm drains and gutters, fixing water leaks, making new water and sewer taps, etc.</p>	<p>60%</p>	<p>M</p>
<p>2) Picks up and transports materials, tools and supplies. Cleans and washes equipment and tools. Performs preventive maintenance and minor repairs on tools, equipment and vehicles. Notifies supervisor of needed replacements and repairs.</p>	<p>25%</p>	<p>M</p>
<p>3) Flags and directs traffic and places markers, signs, cones around project work site to ensure safety of crew and the traveling public.</p>	<p>5%</p>	<p>M</p>
<p>4) Performs work on street projects as assigned; such as assisting with maintaining, repairing and/or constructing City streets, sidewalks, driveways, and related structures, repairing and maintaining street signs and other markings or right of way structures; patching potholes; sweeping and clearing streets and right of way; and mowing grass.</p>	<p>5%</p>	<p>M</p>
<p>5) Regular attendance is required. Participates in on call rotation. Other duties as assigned.</p>	<p>5%</p>	<p>M</p>

Physical Strength Column: S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy

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PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary _____ Light _____ Medium x Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	C	On job sites
Sitting	F	Operating heavy equipment
Walking	C	Around job sites
Lifting	F	Supplies and equipment
Carrying	F	Supplies and equipment
Pushing/Pulling	F	Operating heavy equipment
Reaching	F	For tools and supplies
Handling	F	Parts and supplies
Fine Dexterity	O	Equipment operation
Kneeling	F	Around job sites
Crouching	O	Picking up objects
Crawling	R	Around job sites
Bending	F	Picking up objects
Twisting	F	Picking up objects
Climbing	O	Ladders
Balancing	O	Ladders and equipment
Vision	C	Operating equipment, driving, cleaning
Hearing	C	Communicating with co-workers, listening to equipment
Talking	F	Communicating with co-workers
Foot Controls	F	Driving equipment

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Machines, Tools, Equipment and Work Aids:

Gradall, patch trucks, skid steer, sweepers, dump trucks, front-end loaders, paving machines, steel wheel rollers, crack sealer, asphalt zipper, pothole patcher, trailers, dump trucks, water truck, sweeper, chipper truck concrete saws, backhoes, side boom mower, brush hog, jack hammers, chain saws, earth auger, dragline, hammer drills, air compressors, sign machine, paint striper, surveying instrument, excavators, torches, school flashers, shovels, rakes, brooms, laser, hand tools, computer and related software.

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	D	Extreme Temperatures	D	Noise and Vibration	D
Fumes and Odors	D	Wetness/Humidity	D	Darkness or Poor Lighting	S

HEALTH AND SAFETY					
Mechanical Hazards	D	Chemical Hazards	D	Electrical Hazards	M
Fire Hazards		Explosives		Communicable Diseases	D
Physical Danger or Abuse	M	Other (specify) Sewer Gas			

PRIMARY WORK LOCATION		
Office Environment	Warehouse	Shop
Vehicle	Outdoors	X Other:

Protective Equipment Required:

Hard Hat, gloves, goggles, masks, ear protection, steel toe boots, safety vests, back brace

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	O	Emergency Situations	R
Frequent Change of Tasks	F	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F	Working Closely with Others As Part of a Team	O
Tedious or Exacting Work	O	Noisy/Distracting Environment	F

JOB REQUIREMENTS

Formal Education:

High school diploma, GED, or equivalency. Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Work requires the ability to obtain a CDL license with a Class A tanker endorsement within six months. Must obtain water distribution and collection license within first year of employment. Certification pay will be considered at the time that the license is obtained.

Experience:

Water and sewer experience preferred. CDL license with a Class C tanker endorsement is preferred.

Other Requirements:

The City reserves the right to allow an employee to obtain licenses/certifications during a reasonable timeframe agreed to in writing (unless otherwise prohibited or limited by law) as a condition of continued employment. Failure to obtain the licenses/certifications as agreed will result in termination.

Reading:

Work requires the ability to read manuals and instructions.

Math:

Work requires the ability to calculate and/or tabulate data, general math calculations.

Writing:

Work requires the ability to write logs, work orders and instructions.

Complexity:

Normal tasks require use of definite procedures, with little deviation. Work Judgment is required to apply the proper course of action.

Interpersonal:

Duties require the ability to provide information and directions.

Other Behaviors & Competencies:

Initiative, creativity, problem solving, decision-making, motivation, punctuality/attendance, analytical/conceptual thinking, safety awareness, ability to communicate, organizational awareness, relationship building, accountability, adaptability, customer service orientation, teamwork and leadership.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, behaviors, and competencies required of personnel so classified in this position. This job description is subject to change by the City Government as the needs and requirements of the job change and the latest changes may not be reflected on this version.

Signatures - Review and Comment

I have reviewed this job analysis and its attachments and find it to be a fair description of the demands of this job.

	_____ Signature of Employee	_____ Date
_____ Job Title of Supervisor	_____ Signature of Supervisor	_____ Date
_____ Job Title of Department Head	_____ Signature of Department Head	_____ Date

Comments: _____

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