**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 50,000 +**

**Senior Utility Service Worker/ Public Utilities- Water & Sewer**

**DEPARTMENT:** Public Utilities

**REPORTS TO:** Construction and Maintenance Supervisor or Sewer Maintenance Crew Leader

**CLASSIFICATION:** Personnel System, Requires successful completion of a six month probationary period.

**SAFETY SENSITIVE:** Yes – CDL; Subject to random drug testing

**Purpose of Job**

The purpose of this job is to perform manual work functions associated with installation of water/sewer service lines, operate equipment and clean sewer lines and manholes. Duties and responsibilities include, but are not limited to: installing, water and sewer mains and service line; performing labor activities; operating/maintaining equipment; transporting materials and supplies; and performing additional tasks as assigned.

**Job Related Requirements**

* Schedule: Monday - Friday, 8 am to 4:30 pm. Subject to 24/hr call back during on call rotation week and during emergencies if needed.
* May be required to work on religious holidays.
* Regular and predictable attendance is required.
* Must work cooperatively with others.
* When requirements include vehicle operation, responsible for the safety, readiness and operation of the vehicle and must abide by the City's safe driving policy.

**Minimum Training & Experience Required to Perform Essential Job Functions:**

* High school diploma or equivalent required; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this position.
* A valid driver's license.
* Must possess or have the ability to obtain within 6 months of hire a valid Georgia Class A Commercial Driver's License. When assigned to Sewer Flushing and Vacuuming Trucks: Must obtain tanker endorsement within 6 months of hire.
* Must possess or have the ability to obtain within 6 months of date of hire a Georgia Department of Transportation Flagging certification.
* One year of water distribution, pipeline construction and maintenance, plumbing, or related experience preferred.

**Essential Duties, Responsibilities:**

* The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.
* Installs, maintains and repairs water and sewer service lines.
* Cleans sewer lines, valve boxes, tools and equipment; cleans and repairs water mains and services under pressure.
* Responds to emergency and stand-by calls on a 24-hour daily basis.
* Responds to routine requests for information from officials, employees, members of the staff, the public or other individuals; responds to customer complaints concerning problems with water and sewer services.
* Prepares and/or receives various forms, reports or other documents; processes and forwards as appropriate.
* Assists other work crews when needed.
* Cleans and maintains equipment and buildings as required.
* Repairs utility cuts necessitated by water and sewer service lines.
* Performs laboring activities such as digging holes, pouring or cutting concrete, patching asphalt, etc.
* Performs water and sewer taps.
* Operates trucks to haul material and supplies; operates other equipment or vehicles as needed.
* Reads and interprets blueprints.
* Locates water and sewer lines.
* Lays pipe.
* Installs cautionary signage at job sites.
* Flags traffic around work sites.
* Gathers materials and supplies used in daily activities.
* Utilizes the IPad for daily work assignments through CityWorks in the absence of the supervisor.
* Operates a Vac-Con truck to clean sewers and manholes in the absence of the supervisor.
* Assists the supervisor daily in the cleaning of sewer lines.
* Operates equipment such as a front-end loader, dump truck, backhoe, sewer rodding machine, etc.
* Assists in installing sanitary sewer pipes, constructing manholes, and laying pipe.
* Performs minor repairs on equipment; performs preventive maintenance on Vac-Con truck.
* Performs other duties as assigned.

**Knowledge, Skills and Abilities:**

* Knowledge of the policies, procedures, and activities of the Public Utilities Department as they pertain to the performance of duties relating to the position of Senior Utility Service Worker.
* Knowledge of unified government policies and procedures pertaining to repair and maintenance of water/sewer service lines and meters, and of other procedures and methods as required in the performance of duties.
* Knowledge of the location of water and sewer service lines and meters and of the methods and practices of installing, maintaining and repairing water and sewer service lines and meters.
* Knowledge of the terminology used within the department.
* Skill in the construction, maintenance and repair of water and sewer service lines.
* Skill in using tools such as a wrench, pump, concrete saw, jackhammer, and metal detector.
* Skill in operating various machinery and equipment including a dump truck, front-end loader, boring machine, tapping machine, etc.
* Skill in oral communication.
* Ability to communicate effectively with supervisors, and other staff members.
* Ability to use independent judgment in routine and non-routine situations.
* Ability to handle required mathematical calculations.
* Ability to plan, organize and/or prioritize daily assignments and work activities.
* Ability to comprehend and apply regulations and procedures of the department.

**Supplemental Information:**

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**PHYSICAL REQUIREMENTS**: Must be physically able to operate a variety of machinery and equipment including a dump truck, front-end loader, boring machine, tapping machine, rodding machine, jackhammer, etc. Must be able to use body members to work, move or carry objects or materials. This position requires: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motion. May be exposed to such elements as diseases, toxic chemicals, raw sewage, inclement weather, etc. Must be able to exert up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently. Physical demand requirements are at levels of those of heavy work.

**DATA CONCEPTION**: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

**INTERPERSONAL COMMUNICATION**: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving/receiving assignments and/or directions to/from co-workers, assistants or supervisors.

**LANGUAGE ABILITY**: Requires ability to read a variety of maps, drawings, informational documentation, directions, instructions, methods and procedures. Requires the ability to prepare reports, forms, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**INTELLIGENCE:** Requires the ability to learn and understand basic principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

**VERBAL APTITUDE:** Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative or technical languages including mechanical/plumbing terminology.

**NUMERICAL APTITUDE**: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; calculate percentages; interpret graphs; perform calculations involving variables, formulas, square roots, and polynomials.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually with a variety of machinery and equipment including a dump truck, front-end loader, boring machine, tapping machine, rodding machine, jackhammer, mechanic tools, power tools, etc.

**MOTOR COORDINATION**: Requires the ability to coordinate hands, fingers, and eyes accurately in using equipment.

Requires the ability to lift, bend, push, pull, manipulate equipment/tools and objects as the position necessitates.

**MANUAL DEXTERITY**: Requires the ability to handle a variety of items such as automated machinery and equipment, hand tools, mechanic tools, power tools, and pipe/fitting supplies. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have moderate levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION**: Requires the ability to differentiate between colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal stress when confronted with an emergency.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).