**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: 5,000 – 9,999**

**Water Crew Member**

Now accepting resumes for an entry level position of Water Crew Member. Those who would like to submit a resume please do so either by fax or email. The City will accept resumes until the position has been filled.  
  
DEPARTMENT OF UTILITIES   
DISTRIBUTION AND COLLECTION DIVISION   
WATER CREW MEMBER   
   
**GENERAL NATURE OF WORK**  
   
This is manual work in the installation, maintenance, and repair of the City’s Water Distribution and Wastewater Collection Systems within the City’s Water and Sewer Service Area. Duties are performed under the direct supervision of the Water Crew Leader and the Field Supervisor

Examples Of Work

* Taps water lines and installs water meters.
* Taps sewer lines and installs sewer lateral connections.
* Repairs leaking or broken water lines and sewer lines.
* Locates and avoids damage to other underground utilities.
* Relocates existing water and sewer lines that are in conflict with proposed lines and other projects.
* Maintains inventory of supplies on service trucks and assists in maintaining an accurate warehouse inventory.
* Inspects residential and commercial sewer taps when requested to do so.
* Assists Utility Inspectors as needed.
* Maintains all equipment assigned. This includes, but is not limited to maintaining vehicles, machinery, and tools according to manufacturer’s recommendations.
* Generates, maintains, and submits all required paperwork to the shop office.
* Maintains good public relations with water and sewer customers.
* Complies with all safety rules, regulations, and requirements of the City and the Distribution and Collection Division.
* Completes other duties as assigned.

Necessary Knowledge, Skills, And Abilities

* Thorough understanding of Water Distribution and Wastewater Collection Systems.
* Thorough understanding of the parts and materials used in Water Distribution and Wastewater Collection Systems.
* Ability to read and understand plans and blueprints.
* Ability to operate and maintain a variety of digging and boring machinery and other related construction tools and equipment.
* Good communication skills both written and oral. This includes the ability to communicate effectively with other employees, engineers, surveyors, developers, property owners, contractors, subcontractors, and the general public.
* Ability to operate under limited supervision.
* Exemplary attendance is required.

Desired Education, Training, And Experience

Graduation from a standard high school, vocational school, or equivalency. Valid Georgia Driver’s License. Two years’ experience in water distribution and wastewater collection or related fields. Beneficial to hold a current Georgia Water Distribution and Wastewater Collection System Operator Licenses.  
   
**Minimum Physical Requirements**  
   
Must be able to exert up to 50 pounds of force occasionally and up to 25 pounds of force frequently.  Physical demand requirements are at levels of those for medium work.   
   
**FSLA Status:**  Non-Exempt   
Classification:  Entry Level   
   
 *This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.*