

## CITY OF DURANT JOB DESCRIPTION

|             |                                    |                                |
|-------------|------------------------------------|--------------------------------|
| Title:      | <b>Maintenance Worker II / III</b> | FLSA Status: Non-exempt        |
| Department: | Public Works – Utility             | Pay Grade: 4 or 6              |
| Reports To: | Utility Line Manager               | <b><i>Safety Sensitive</i></b> |

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### POSITION SUMMARY

This position performs preventive maintenance and repairs on the City's water distribution and collection systems to ensure proper operation.

### ESSENTIAL FUNCTIONS

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may be required and assigned.*

1. Inspects, repairs, rehabilitates and maintains water and sewer systems, including locating water, sewer; drilling and repairing wastewater lines; detecting and repairing leaks; rehabilitating manholes; flow meters; makes sewer taps; air relief and sewer valves; fire hydrants and lift stations.
2. Inspects manholes
3. Maintains and repairs lift stations including electrical equipment, pumps, floats, structures, piping and valves.
4. Inputs, updates and maintains information and records using computer programs.
5. Operates sewer camera system to visually inspect and document sewer line conditions.
6. Locates water, sewer using electronic equipment; installs and repairs water main valves.
7. Inspects, maintains and repairs service, main and wastewater lines; detects leaks.
8. Maintains, and repairs water main breaks and leaks, valves, fire hydrants, and pump systems.
9. Cleans and repairs sanitary and sewers and catalogues the repairs; televises areas of infiltration, damage, buried manholes, and lines.
10. Adjusts, repairs and replaces manhole rings and covers.
11. Determines the staging of various work projects to ensure the appropriate labor, equipment and materials are utilized in an efficient manner. Transports equipment and materials to and from work sites.
12. Collects water for contaminants and bacteria testing.
13. Maintains up-to-date records of all maintenance activities.
14. Sprays herbicides/ to control weeds/ on City property.
15. Cleans, lubricates, and performs preventive maintenance or repair on equipment.
16. Ensures all activities are carried out in a safe manner; adheres to all safety regulations; ensures all regulations pertaining to the safe use of equipment are understood and followed.
17. Reports all accidents to the appropriate authority. Follows all policies for reporting.
18. Provides backup assistance to other department personnel as needed.
19. Maintains appropriate records including complete equipment repair history, work orders, daily job card, and other related data.

20. Completes written records of labor and materials used for each work project.
21. Performs emergency repairs and work as necessary.
22. Reports to work for after hour needs, as assigned.
23. Other duties as assigned.

#### **KNOWLEDGE SKILLS AND ABILITIES**

1. Knowledge of the maintenance, repair and installation of equipment in water distribution and wastewater collection systems.
2. Skill in the use of a variety of test equipment and specialized hand and power tools.
3. Knowledge of Personal Protective Equipment.
4. Ability to understand and follow oral and written instructions.
5. Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
6. Ability to understand and effectively carry out local policies and procedures; written instructions, general correspondence, and Federal, State, and local regulations.
7. Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
8. Ability to prepare and maintain accurate and concise records and reports consistent with the position.
9. Ability to communicate clearly, concisely and effectively in English with staff, administration, and the public in both written and verbal form.
10. Ability to define problems, exercise sound judgment, and address a variety of situations.
11. Ability to think quickly, maintain self-control, and adapt to stressful situations.
12. Ability to maintain professionalism at all times.
13. Ability to work as a member of a team.
14. Ability to establish and maintain effective working relationships with others.
15. Ability to perform mathematical calculations required of this position.
16. Ability to work the allocated hours of the position and ability to work flexible hours to include evenings, nights, weekends and holidays due to adverse weather conditions, construction projects, or other emergency service.

#### **PHYSICAL AND WORK ENVIRONMENT**

*The physical and work environment characteristics described in this description 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 or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor.*

- This work requires the occasional exertion of up to 75 pounds of force; requires strenuous manual labor including, but not limited to digging, shoveling, sweeping, raking, hauling, crawling, bending, lifting, pushing, pulling, twisting, and climbing.
- Work performed may require walking or standing to a significant degree on rough terrain or may involve sitting for long periods with pushing and pulling of arm and/or leg controls.
- Work may be performed above or below ground, to include confined spaces.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.

- Hearing is required to perceive information at normal spoken word levels.
- May be subject to hazardous chemicals/pesticides.
- Duties are performed under all weather conditions and include exposure to inclement weather, noise, heavy traffic conditions, and exhaust fumes.

## **MINIMUM REQUIRED QUALIFICATIONS**

### Maintenance Worker II

- High school diploma/equivalent.

## **PREFERRED QUALIFICATIONS**

### **OTHER REQUIREMENTS**

- Class D Water and Wastewater License within one (1) year from date of hire. Operator license
- Valid Class B CDL.

### Maintenance Worker III

- High school diploma/equivalent with a minimum of one (1) year experience in utility maintenance.

## **PREFERRED QUALIFICATIONS**

### **OTHER REQUIREMENTS**

- Class C Water and Wastewater License must be attained prior to placement at level III. Operator License
- Valid Class B CDL.

*Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. 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 a 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.*