



## JOB DESCRIPTION

**Title:** Utility Maintenance Worker I  
**Department:** Water  
**Reports to:** Water Working Forman  
**Pay Grade:** 59  
**Date Adopted:** December 5, 2019  
**Previous Revision Date:**  
**Last Revision Date:**

**Type:** ☒ Full Time  
☐ Part Time  
**FLSA:** ☐ Exempt ☐ Salary  
☒ Non Exempt ☒ Hourly  
**Union:** ☒ Yes  
☐ No

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### Job Summary:

Basic skill level position. Operates various types of light to heavy vehicles and equipment. Checks equipment prior to operations. Installs, maintains, and repairs the City's water system. Responds to emergency situations as required.

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### Essential Functions:

1. Perform the essential functions described in the Maintenance Worker job description.
2. Performs routine preventative maintenance on service equipment and performs repairs in accordance with work order instructions, equipment operation and maintenance manuals, blueprints and/or sketches.
3. Cuts, fits and taps water pipes and mains, inspects taps for leaks and takes measurements; and ensures laying of pipe from street to house does not infringe City Code.
4. Checks and maintains hydrants and valves in the water distribution system; repairs hydrants or valves in the field and hydrant shop; maintains inventory of location of all valves and records changes to pipe configurations, including any hydrant abnormalities; checks completed construction projects for operability of valves and hydrants.
5. Installs, tests and/or repairs fire hydrants and valves and installs water meters.
6. Maintains, installs and/or repairs water mains, wells and pipes, involving the operation of trenching equipment and/or backhoes in back filling an open line.

7. Operates a variety of equipment such as dump trucks, bobcats, diagnostic tools and power hand tools for repair and construction.
8. Performs concrete finishing work and/or break-up/clean-up of sidewalk replacement due to main breaks; locates water main service and valve direction
9. Assists in the construction, maintenance, and/or repair of the water distribution collection systems.
10. Performs heavy manual labor including, digging, lifting, and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dust, electrical, mechanical, and traffic hazards.
11. Operates various hand tools including, but not limited to, jackhammer, pavement breaker, pick, shovel, and various wrenches.
12. Operates power equipment including, but not limited to, air compressors, pavement breakers, jet wash truck, and various type pumps. May participate in traffic control.
13. Performs "walk-around inspection" of all equipment prior to operation, replenishes fluid levels and completes required log book. Replaces small items such as lights, hoses and belts, and checks frame for broken parts and cracks. Reports malfunctioning equipment to supervisor. Operates all machinery in a safe and judicious manner according to the manufacturer's operation manual. Cleans and performs routine maintenance and minor repairs to assigned equipment as needed. Performs shop work to make equipment ready for use. Performs minor mechanical repairs.
14. Assists in repairing or replacing concrete or asphalt (sidewalks, curbs, ditch liners, bridge decks and storm water catch basins) by using a concrete saw, air compressor, jack hammer and shovel for concrete removal and load and haul material away. Constructs forms and pours and finishes concrete. Assists with other construction activities such as installation of fencing.
15. The employee must be able to report to work within thirty-five (35) minutes for emergencies under normal driving conditions.
16. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
17. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
18. The employee must be able to work extended hours in an emergency.

19. Assists in snow removal operations when required.
  20. Employee must be able to be "on-call".
  21. Performs other work which is consistent with the essential functions of the job.
  22. Performs other duties as assigned.
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**Education and Special License(s)/Certifications:**

High school diploma or equivalent. Must possess a valid driver's license and maintain an insurable driving record. Able to obtain a Class B commercial driver's license (CDL) with air brakes within sixty (60) calendar days from date of hire. Obtain or ability to obtain Class IV or higher Water Operations certificate from State of Nebraska within twelve (12) months from date of hire. Possession of backflow certification preferred.

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**Experience:**

Must be eighteen (18) years old.

One (1) year of general construction experience preferred. (Breaks in service of no more than ninety (90) calendar days shall be considered *de minimus* and shall not be considered in calculating the consecutive years.)

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**Skills:**

1. Good oral and written communication skills.
  2. Good listening skills.
  3. Manual dexterity.
  4. General construction skills.
  5. Good driving skills.
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**Mental Requirements:**

1. Ability to analyze safety situation.
  2. Ability to make quick decisions.
  3. Ability to stay alert for long periods of time.
  4. Ability to work independently.
  5. Ability to work in a team.
  6. Ability to assess situation and use judgement in responding.
  7. Ability to work under distracting conditions.
  8. Mechanical aptitude.
  9. Alpha/numeric recognition.
  10. Ability to carry out assignments through oral and written instruction.
  11. Ability to take on a leadership role.
  12. Diplomacy and judgement.
  13. Logical reasoning.
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**Physical Requirements:**

1. Hand, eye, and body coordination to operate light to moderately heavy machinery, equipment and vehicles.
  2. Ability to withstand extreme weather conditions.
  3. Exposure to vibrations.
  4. Ability to transverse rough terrain on foot.
  5. Ability to work with exposure to noise.
  6. Ability to distinguish among colors.
  7. Ability to work at extended heights.
  8. Ability to drive city vehicle.
  9. Ability to lift up to sixty (60) pounds.
  10. Ability to bend, climb, and stoop.
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**Supervisory Responsibility (Direct and Indirect):**

None

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**Disclaimer:**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

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Approved:

**Tobias J. Tempelmeyer, City Administrator**

**December 5, 2019**