



CITY OF LEON VALLEY JOB DESCRIPTION

JOB TITLE: Utility Crewman

DEPARTMENT: Public Works

FLSA STATUS: Non-Exempt

EFFECTIVE DATE: October 1, 2015

JOB SUMMARY:

This position reports directly to the Utility Crew Leader. The purpose of this position is to maintain the City Water and Sewage Systems. This is accomplished by repairing or improving Water or Sewer Systems; adhering to guidelines and regulations; and maintaining effective worksites. Other duties include performing a variety of unskilled and semi-skilled maintenance work; operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of the City's water and sewer systems, water treatment and distribution facilities and systems and may perform other duties as required.

ESSENTIAL JOB FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

Participate in all phases of utility operations including water and sewer line maintenance, repair and construction, meter reading, well operations, customer service and grounds maintenance;

Perform required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling;

Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipes, gates and fittings on repair of mains and services and installation of services, fire hydrants and drinking fountains;

Determines the locations of water and sewer lines in relation to other area utility lines prior to excavation;

Make water service connections to water mains, including line tapping and valve installing, and meter installations and repairs;

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor;

Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon service will be resumed;

Install, inspect, repair, clean, and test water meters and meter boxes for reuse and accurate operation;

Observe for and report unauthorized, unmetered or illicit use of water or water supplies;

Excavate water and sewer pipes and facilities using hand tools;

Maintains Water System by installing new service lines and water mains; monitoring and reading water meters; excavating water leaks; backfilling trenches; providing daily chlorine samples; exercising valves and fire hydrants; and flushing dead end mains;

Maintains Sewer System by eliminating sewer back up; replacing compromised sewer lines; removing debris from lines; and utilizing sewer camera to record information;

Performs construction by pouring concrete at worksites; replacing or modifying meter boxes, sewer cleanouts, and manhole covers; and providing building maintenance;

Performs office duties by providing reports; filling out paperwork for agencies; reviewing maps for water and sewer systems; and maintaining water certification;

May flag traffic and set up cones, signs, and barricades during repairs;

Hear clearly when working around equipment;

Must use all required protective equipment as required by departmental policy or as instructed by supervisor such as hard hats, gloves, chaps, steel toe boots, ear plugs, face shields, etc.;

Work safely in close proximity to high speed vehicle traffic such as medians;

Work in tight or enclosed areas such as trenches or manholes in accordance with safety guidelines;

May be required to operate heavy equipment, if qualified;

May apply herbicides and pesticides, if licensed; and

May be required to work in vehicle and equipment maintenance shop;

May be required to participate in street repairs, drainage, sidewalk, building, alley, utility and park maintenance, repair and construction;

Must be able to work closely with others as part of a team;

Read and understand written and oral instructions and plans;

Complete all written reports and paperwork promptly, legible, and accurately;

Use good judgment to work safely and use equipment properly;

Use tact, diplomacy, and discretion as required;

Read and converse fluently in English;

Converse effectively with the public and other employees in person and in writing;

Must be able to report to work and remain on duty for the duration of the duty day;

Must be able to attend work regularly and predictably;

May be required to work flexible schedule including possible overtime, to include weekends, holidays and evenings;

Must not pose a threat to the health and safety of self or others;

Must have the ability to establish and maintain effective working relationships with city employees and the public; and

Must have the ability to follow and understand all city policies and instructions given by a supervisor.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE USED:

Must be able to use maintainer, front end loader, striping, excavator, graders, jackhammer, pick, axe, bolt cutter, cutting torch, weed eaters, asphalt zipper, concrete cutter, roller, sweeper broom, work truck, dump trucks and other motorized equipment vehicles trench, bob cat, hand saw, skill saw, chain saw, drill press, axe, air compressor and various other power and hand tools; in a safe manner.

ENVIRONMENTAL FACTORS:

Must be able to work indoors and outdoors in variable temperatures and weather conditions including heat, cold, temperature swings and inclement weather. Will come in contact with some exposure to dust, chemicals, fumes and loud noises that are routinely encountered in municipal maintenance and construction operations, using proper safety precautions.

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
-Health and Safety Factors-				
Mechanical Hazards			O	
Chemical Hazards			F	
Electrical Hazards			R	
Fire Hazards			R	
Explosives			N	
Communicable Diseases			O	
Physical Danger or Abuse			F	
Inclement Weather			F	

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-Environmental Factors-				
Respiratory Hazards				D
Extreme Temperatures				D
Noise and Vibration				D
Wetness/Humidity				M
Physical Hazards				D

OVERALL PHYSICAL STRENGTH DEMANDS:

Must be able to lift and carry a minimum of 80 pounds and pull, push or drag up to 150 pounds of equipment; Climb, crawl, kneel, squat, stoop and bend freely when repairing, cleaning or constructing various municipal property. Walks long distances on uneven terrain and hard surfaces. Must be able to maintain all physical demands illustrated in this Job description and through the course of employment.

-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.
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PHYSICAL DEMANDS:

Must be able to sit or stand for extended periods of time while performing various tasks.

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	around work site, communicating with co-workers
Sitting	O	in work truck, while completing various projects
Walking	C	around work site
Lifting	F	equipment, supplies
Carrying	F	equipment, supplies
Pushing/Pulling	F	equipment, tables and chairs
Reaching	O	for supplies
Fine Dexterity	R	
Kneeling	F	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	F	making repairs
Twisting	F	getting inside vehicle
Climbing	F	ladders, onto equipment, stairs
Balancing	O	on equipment, on ladders
Vision	C	observing work site
Hearing	C	listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	equipment
Other (specified if applicable)		

JOB REQUIRMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency - A High School diploma or equivalent is required
Experience	Two years' experience in a public works-related field is required
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Technical Skills	Standardized Skill Requirements: Work requires the use of standard

	technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	Position has no fiscal responsibility.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study. Ability to read, understand, and interpret written and oral instructions, work orders and maps (to include Material Safety Data Sheets (MSDS) and operating instructions);
Math	Basic. Ability to accurately perform the four basic arithmetic operations with whole, common and decimal numbers;
Writing	Basic. Ability to accurately complete minor paper work and have a working knowledge of city policies and procedures
Certification & Other Requirements	A valid Texas Driver's License and the ability to remain eligible to drive under the City's driver evaluation program is required. A Texas Class B Commercial Drivers' License (CDL) is preferred. Must be able to obtain a Texas Class C Groundwater Certification is required by hire date or enrollment in the coursework, which must be completed within two years of hire date. Successful completion of Work Zone Safety Training Course within previous two years is desirable.

PRIMARY WORK LOCATION

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (See Environmental Factors)	
Recreation/Neighborhood Center			