



Position Descriptions

POSITION TITLE: Utility Operator I

DEPARTMENT	Utilities	POSITION #	
PROGRAM #		SALARY RANGE	G-1
REPORTS TO	Utility Crew Chief	FLSA STATUS	Non-Exempt 10/21
SUPERVISES	None	DATE OF REVISION	

POSITION FUNCTION SUMMARY: Under general supervision, work with the crew to perform a variety of operations, maintenance, repair, and installations related to the city's water distribution and wastewater collection systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES: THE STATEMENTS BELOW ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY INDIVIDUAL(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSONNEL SO CLASSIFIED IN THIS POSITION. THE POSITION DESCRIPTION IS SUBJECT TO CHANGE BY THE CITY AS THE NEEDS OF THE CITY AND REQUIREMENTS OF THE POSITION CHANGE.

- Assists the work crews in all activities involved in the maintenance, diagnostics repair, and installation of the water distribution and wastewater collection systems, as well as any repairs as a result of these actions.
- Assist in repairs to water main and sewer lines.
- Assist in the repair of broken water lines with new sections of pipe and/or a new tap.
- Assist in performing water service tap and new meter and box installations.
- Assist in performing repairs on broken sewer lines or taps with new pipe and/or fittings.
- Assists in the diagnostics of problem areas and develops course of action and ensures efficient completion.
- Assist in valve and manhole preventive maintenance, line locates, concrete work and landscaping, install cleanout for access into line.
- Have knowledge in light and heavy power tools; and a variety of hand tools; and is responsible for their responsible operation to ensure the safe functioning and lifespan of this equipment.
- Work involves evening, weekends and holidays.
- Required to work as an essential employee before, during and after an emergency or disaster.

POSITION TITLE: UTILITY OPERATOR I

- Regular attendance is required.
- Performs any other duties and responsibilities as directed by the Crew Chief.

QUALIFICATION REQUIREMENTS: TO PERFORM THIS POSITION SUCCESSFULLY, AN INDIVIDUAL(S) MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY AND RESPONSIBILITY SATISFACTORILY. THE REQUIREMENTS LISTED BELOW ARE REPRESENTATIVE OF THE KNOWLEDGE, SKILL, AND/OR ABILITY REQUIRED.

KNOWLEDGE:

- Requires basic knowledge of tools and equipment used in the maintenance and repair of City water and sewer lines.
- Knowledge of heavy and light equipment; and a variety of hand and power tools.

SKILLS/ABILITIES:

- This position is moderately physical in nature and may demand moving from remote location to remote location over a variety of terrain.
- Ability to follow oral and written directions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors and the general public.
- Must be able to work well in a team; have basic interpersonal skills; and be effective under self-supervision.
- Problem solving skills helpful.
- Ability to follow and adhere to City and departmental rules, regulations, policies and procedures.

EDUCATION, EXPERIENCE AND TRAINING: THE PREFERRED WAY TO OBTAIN THE MINIMUM KNOWLEDGE, SKILLS AND ABILITIES TO PERFORM THE ESSENTIAL DUTIES AND RESPONSIBILITIES OF THIS POSITION ARE LISTED BELOW. THE CITY RESERVES THE RIGHT TO ALLOW SUBSTITUTIONS IN THE EVENT THAT A CANDIDATE OR INCUMBENT EXCEEDS REQUIREMENTS IN ONE AREA BUT MAY BE DEFICIENT IN ANOTHER.

Formal Education:

- Required to have a high school diploma or GED.

Relatable Work Experience:

- Basic vocational/technical skills desirable.

Training (License and/or Certification):

- Valid Class "C" Texas Drivers License.
- The ability to obtain a valid TCEQ "C" Distribution License within 3 years of employment.

POSITION TITLE: UTILITY OPERATOR I

PHYSICAL DEMANDS: THE PHYSICAL DEMANDS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE THAT MUST BE MET BY AN EMPLOYEE TO SUCCESSFULLY PERFORM THE ESSENTIAL FUNCTIONS OF THIS POSITION. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

STAND/WALK	May occur on concrete, asphalt, burned out buildings, rough terrain and may walk on structurally unsafe surfaces.
SIT	Must be able to sit at a workstation for extended periods of time, and to travel in a car for several hours without a break. Must be able to enter a motor vehicle without assistance.
TALK/LISTEN	Must be able normal or correctable to levels capable discerning two-way radio, telephone and conversational speech without loss of understanding.
DEXTERITY	Must be able to operate a motor vehicle, PDA, and telephone, write legible notes and correspondence, pick up items, manipulate equipment, and use small tools.
CLIMB/BALANCE	Required while climbing stairs if elevator is unavailable or to obtain equipment or files for top shelves of storage areas.
STOOP/CRAWL/ KNEEL/CROUCH	Must be able to bend over to pick up items that are dropped on the ground. Also must be able to bend, reach to service, load, and maintain necessary equipment.
LIFT/MOVE/ PUSH/PULL	Must be able to lift 90lbs without assistance.
VISION	Must be correctable to 20/20, be able to drive a motor vehicle in both daylight and dark conditions.

WORK ENVIRONMENT: THE WORK ENVIRONMENT CHARACTERISTICS DESCRIBED HERE ARE REPRESENTATIVE OF THOSE AN EMPLOYEE ENCOUNTERS WHILE PERFORMING THE ESSENTIAL FUNCTIONS OF THIS JOB. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE INDIVIDUALS TO PERFORM THE ESSENTIAL FUNCTIONS.

NORMAL HOURS/ DAYS OF WORK	9/80 schedule 7:00 a.m. to 5:00 p.m., Monday through Friday with every other Friday off. Rotational on-call
DESCRIPTION OF DAILY WORK ENVIRONMENT	The majority of the work will be outside where the employee will be exposed to sun, heat, humidity, rain, cold, and automobile traffic. On frequent occasions, the employee will be at remote locations traveling unlevelled terrain and working in underground areas in tight spaces.