

UTILITY MAINTENANCE WORKER I
(Water Pollution Control and Water Supply Divisions)

Grade 6

FLSA Status: Non-Exempt

NATURE OF WORK

This is entry-level manual utility labor and unskilled maintenance work performing maintenance and repair on water/sewer mains and utility plant facilities and grounds for the Utilities Department. Work involves participating in the detection and repair of water/sewer line leaks, and maintenance of other water/sewer system facilities grounds, and equipment. Employees may be assigned tasks of a higher-level classification to gain experience and training in preparation for advancement.

PRIMARY DUTIES AND RESPONSIBILITIES (May not include all duties performed.)

- Performs preventive maintenance on catch basins, manholes, water/sewer lines, roughing filters, clarifiers, bar screens, and other utility systems and machinery.
- Repairs leaks; digs where instructed to make repairs; digs manually to perform underground water/sewer line repairs and replacements; replaces pipes; installs water and sewer lines for new customers; connects and reconnects service lines; notifies customers of leaks or shut-offs.
- Assists with building maintenance tasks such as sweeping, mopping, buffing, bathroom cleaning, light bulb and air filter replacement.
- Performs lawn maintenance such as mowing and weed eating.
- Installs new meters; removes old meters and installs replacements; assembles setters.
- Rods sewers, replaces meters, drills meter leads, checks ditches, checks meter, lines and mains for leak; flushes fire hydrants and tests pressure.
- Assists with operation of sewer vac-con and other essential equipment such as hand tools, drill presses, welders, air compressors, jack hammers, tampers, trash pumps and generators, hydro stop line equipment, forklift, water main tapping machine, peeto tube, sounding devices, tool and shoring equipment, dump trucks, saws, and backhoes while performing essential functions.
- Organizes and maintains work area and vehicle bays; maintains truck with parts needed for repairs.
- Restores right-of-ways and landscaping and plows snow during winter months.
- In a learning capacity, operates backhoe and other heavy equipment to remove pavement and earth to access underground water/sewer lines.
- In a learning capacity, inspects remote water booster stations or wastewater pumping stations for proper operation.
- Operates and maintains Gravity Belt Thickener, Belt Filter Press, Drying System, and all related equipment.
- Performs on-call 24 hours a day emergency response as necessary.
- Maintains record of vehicle maintenance.
- Assists in recycling operations
- Adds chemicals to feeders
- Prepares and paints equipment and building facilities.
- Performs all building custodial maintenance.
- Assures that equipment is being maintained properly

SUPERVISION

Work is performed under the supervision of a Utility Maintenance Supervisor with overall reporting responsibility to a Utility Plant Manager. Work assignments are given daily/weekly. Work is reviewed through observation of work performed and yearly evaluations.

WORK CONTACTS

Contacts are made regularly with other department personnel and the general public to notify of water shut-off or water/sewer problems.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Standard practices, methods, tools, materials and equipment used in water/sewer system repairs.
- Safety standards and precautions connected with water/sewer system activities.
- Standard practices, methods, tools, materials and technical equipment used in sludge dewatering and drying operations.

Skills and Abilities:

- Use and maintain small tools and equipment.
- Visually and audibly detect water/sewer line problems and respond appropriately.
- Operate small construction equipment and motorized vehicles.
- Understand and follow verbal and in written instructions.
- Read and communicate effectively both verbally and in writing.
- Use SCADA control network.
- To learn how to use e-mail and the Internet.
- Follow instructions and work cooperatively with others.
- Learn to use a computer for maintenance log.

PHYSICAL REQUIREMENTS

- Lift parts, climb in trenches, stand or sit for extended periods of time in confined spaces.
- Detect and recognize odors, focus on small and distant objects.
- Frequent exposure to dangerous equipment, loud noise levels, extreme temperatures, vibrations, wetness, dirt and dust.
- Lift and carry up to 100 pounds frequently.
- Employee must be able to work in extreme weather conditions, with potential exposure to methane gas, chemicals, and other fumes and gases.

RECRUITMENT QUALIFICATIONS

Required:

- HS/GED and some utility or plumbing experience.
- Possession of valid driver's license and a safe driving record.

Preferred:

- Forklift certification.
- Any special knowledge or experience with utility system practices and/or equipment.
- Possession of commercial drivers license and endorsements.

_____ Date _____
Department Director

_____ Date _____
Human Resources Director

The Town of Leesburg reserves the right to revise or change job duties and responsibilities as the need arises. This job description pertains to an "at will" position with the Town of Leesburg and in no way constitutes a written or implied contract of employment.