

**UTILITY MAINTENANCE WORKER II
(WATER POLLUTION CONTROL AND WATER SUPPLY DIVISIONS)**

Grade 7

FLSA Status: Non-Exempt

NATURE OF WORK

This position involves skilled utility maintenance work performing maintenance and repair as directed on utility plant facilities, booster pumping stations, wells, storage tanks and grounds. 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 flocculation and sedimentation basins, manholes, water lines, clarifiers, bar screens and other utility systems machinery.
- Assists with building maintenance tasks such as sweeping, mopping, bathroom cleaning, buffing, painting, light bulb and air filter replacement.
- Cleans sewers, replaces meters, drills meter leads, checks ditches, checks meter, lines and mains for leaks; flushes fire hydrants and tests pressure as directed.
- Assists with operation of essential equipment such as hand tools, drill presses, welders, air compressors, jack hammers, tampers, trash pumps and generators, hydro stop line equipment, forklift.
- Performs weed eating, mowing and landscaping operations.
- Organizes and maintains work area and vehicle bays; maintains truck with parts needed for repairs and maintains spare parts inventory.
- Restores right-of-ways and landscaping and plows snow during winter months.
- Inspects remote water booster stations for proper operation, operates stand-by electric gen-sets, water seal systems, remote dialers, flow meters and recorders. Collects and records operational data as required.
- Monitors and drains rain water from containment basins, automatic bar screen operation, grit and solids removal equipment and similar equipment.
- Maintain and calibrate confined space gas monitoring equipment.
- Assists in the development of Standard Operating Procedures for assigned programs.
- Maintain inventories of building maintenance and janitorial supplies.
- 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 spare parts inventory.
- Adds chemicals to feed equipment.
- Purchases necessary materials for janitorial needs.
- Performs building custodial duties.
- Assists with recycling operations

SUPERVISION

Work is performed under the supervision of a Utility Maintenance or Utility Plant Supervisor, with overall reporting responsibility to a Utility Plant Manager. Employee must be able to work in extreme weather conditions, with potential exposure to methane gas, chemicals and other fumes and gases. 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- Standard practices, methods, tools, materials and equipment used in water 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 tools and equipment associated with water/sewer systems.
- Use and maintain tools and equipment associated with sludge dewatering and drying systems.
- Perform various types of maintenance activities.
- Operate motorized vehicles not requiring commercial drivers license.
- Understand and follow verbal and written instructions.
- Read and communicate effectively both verbally and in writing.
- Effectively communicate with the public.
- Follow instructions and work cooperatively with others.

PHYSICAL REQUIREMENTS

- Ability to 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.

RECRUITMENT QUALIFICATIONS

Required:

- High school diploma/GED and two years utility system or related experience.
- Valid drivers license and a safe driving record.

Preferred:

- Forklift certification.
- Any special knowledge or experience with utility system practices and/or equipment.
- Knowledge of HVAC equipment
- Inventory record keeping experience
- Knowledge of grounds keeping equipment
- Possession of commercial drivers license and appropriate endorsements for the specific assignment.

_____ 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.