

# CITY OF STILLWATER JOB DESCRIPTION

TITLE: Maintenance Worker I	DEPARTMENT: Water Utilities
RANGE: 26	DIVISION: Distribution/Collection
EFFECTIVE DATE: July 1, 2006	REVISION DATE:
Non-Exempt	

## APPROVALS

Department Head	Human Resources Director	City Manager

### **PURPOSE OF POSITION:**

The Maintenance Worker I position is an entry level position within the Water Distribution/Wastewater Collection Division. A Maintenance Worker I performs a variety of unskilled and semiskilled activities as part of a crew, the purpose of which is to construct, maintain, and repair the City's water and wastewater systems. The Maintenance Worker I position works under the immediate supervision of a Crew Chief. This position performs heavy manual labor in addition to operating a variety of hand and power tools used in the construction, repair and maintenance of water and sewer utility systems. Employees in this position may be rotated among various Water Distribution/Wastewater Collection crews.

### **ESSENTIAL JOB FUNCTIONS:**

- Manually excavates earth surrounding job-site prior to repairs and servicing as needed.
- Assists crews in constructing or maintaining water distribution and wastewater collection systems including the installation of mains, pipe lines, meters, hydrants, valves, water meters and related system components.
- Assists crews in the cleaning and televising of sewage collection lines.
- Assists with the maintenance of sewage lift stations.
- Operates a variety of power tools, hand tools, pumps, generators, valve exercising machine, concrete saw, etc.
- Opens and closes valves.
- Restores work area to original condition when construction is complete.
- Prepares, operates and cleans crew trucks and additional equipment.
- Loads materials and equipment needed for the day's work assignment(s) onto crew truck.
- Maintains city tools, equipment, materials and facilities.
- May operate dump truck as assigned.
- Set up warning signs and barricades as instructed.
- Maintain a log of all maintenance and repairs performed while on duty.
- May be required to work shift work, weekends, and unusual hours in emergency situations and to be available on an "on-call" basis.
- Performs related duties as assigned.

### **EDUCATION, TRAINING & EXPERIENCE REQUIRED:**

- High school diploma or equivalent.
- Up to one year on-the-job experience.

### **SPECIAL CERTIFICATES, REGISTRATIONS, LICENCES REQUIRED:**

- Must possess a valid Oklahoma driver's license and have a driving record in accordance with City requirements.
- Must obtain CDL License with air brake certification within the six month probationary period.
- Must obtain a valid Class "D" Water and/or Wastewater Operator's License within the six month probationary period.

**SKILLS, KNOWLEDGE & ABILITIES REQUIRED:**

- Knowledge of the methods, materials, practices, procedures, and equipment used in the construction and maintenance of water and wastewater systems.
- Mechanical aptitude suitable to understanding operation of water and wastewater systems.
- Knowledge of safety procedures and regulations.
- Ability to understand and follow oral and written instructions.
- Ability to perform strenuous physical work.
- Ability to cooperate and work with others.
- A willingness to learn and progress, through self-study, water and sewer short courses, and on-the-job training for advancement to higher positions.
- Ability to work flexible schedule, to include evenings, weekends and on call status as required.

**PHYSICAL/MENTAL REQUIREMENTS:**

- Must have strength to pull, lift or push 50-pound object on a frequent basis and up to 100 pounds on an infrequent basis.
- Flexibility to bend, twist, and reach
- Mobility to climb, walk, and crawl.
- Dexterity to operate machinery and tools on uneven surface, etc.
- Stamina to exert self throughout the day in all weather conditions.

**ENVIRONMENTAL & SAFETY CONCERNS:**

- Much of the work is performed outdoors in inclement weather and during all seasons.
- Exposure to vibration, loud continuous noise, offensive smells, dust, dirt and water.
- Work is performed in confined spaces and at depths of ten feet or more.
- Exposure to moving equipment, insects, poisonous plants and slippery surfaces.
- Requires continuous attention to safe work and operating procedures ensuring that all established safety standards are observed while working
- Requires the wearing of appropriate safety apparel, proper placement of work barricades and warning signs and grounding of machinery and equipment.

**JOB LOCATION:**

- Work performed in all locations directly related to the distribution/collection system of the Water Utilities.