

CITY OF STILLWATER JOB DESCRIPTION

TITLE: Utility Maintenance Worker II	DEPARTMENT: Water Utilities
RANGE: 32	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 II position is an advanced level within the Water Distribution/Wastewater Collection Division. The Maintenance Worker II position is distinguished from the Maintenance Worker I position by having greater responsibility and discretion in planning and completing a wide variety of maintenance and operational activities. An incumbent is fully aware of the operating procedures and policies of the work crews.

A Maintenance Worker II performs a variety of semiskilled and skilled activities as part of a crew, and/or independently, the purpose of which is to construct, maintain, and repair the City's water and wastewater systems. The Maintenance Worker II position works under the supervision of a Crew Chief Foreman. This position performs heavy manual labor in addition to operating a variety of hand and power tools and motorized equipment 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.
- Constructs or maintains water distribution and wastewater collection systems including the installation of mains, pipe lines, meters, hydrants, valves, water meters and related system components.
- Cleans and televises sewage collection lines.
- Performs maintenance of sewage lift stations.
- Changes out water meters.
- 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.
- Operates crew trucks and dump trucks.
- Performs water quality sampling, including bacteriological sampling.
- On a limited basis, operates earthmoving, excavating equipment and other related equipment such as trencher, backhoe, skid steer loader. Performs such operations as driving equipment between job sites, loading earth, gravel or other loose materials onto trucks and smoothing of excavation sites.
- 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.
- Responds to public inquires, complaints, and service requests in a courteous manner and provides information within scope of knowledge, or refers to employee of higher classification.
- Maintain accurate records of all sampling, 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.
- Three years of directly related experience in the construction, maintenance, and repair of water distribution and/or sanitary sewer collection systems.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENCES REQUIRED:

- Must possess a valid Oklahoma driver's license and have a driving record in accordance with City requirements.
- Must possess a CDL License with air brake certification.
- Must possess a valid Class "C" Water and/or Wastewater Operator's License in the primary division of assignment and a valid Class "D" Water and/or Wastewater Operator's License in the other division.

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.
- Knowledge of the geographical work area.
- 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.