**TOWN OF CENTRAL JOB DESCRIPTION**

Utilities Maintenance Worker I

OCCUPATION SUMMARY: JOB GRADE: 104

Under regular supervision, employee is responsible for the effective and efficient operation of trenchers, front-end loaders, boom trucks, dump trucks, jet-vac trucks, sewer jetter, or similar heavy equipment while assisting with the installation, maintenance, and/or repair of the water distribution and/or sewer collection system. Reports to the Utilities Supervisor.

**Task Statements considered Essential Duties and Functions:**

Install water meters, water/sewer taps, and water/sewer lines.

Install Meter boxes.

Maintain all records for Sewer Lift Stations.

Assist in repairs and preventative maintenance on all main sewer lines and sewer laterals within the town’s sewer system.

Assist in repair, update system, or turn mainline valve to open or close water flow through line or secondary valves.

Assist in disconnecting water pipes and connecting water meter to outlet and inlet pipe unions, using wrench.

Examine pipes to detect leaks and informs consumer to close faucets or repairs leaks by making necessary adjustments.

Open mainline valve to admit water flow into building.

Assist with Installing, replacing, or rebuild meters, hydrants, and other systems. Flush and check pressure of water systems.

Assist with Installing, repairing, and maintaining water systems. Record meter readings.

Turn water on and off. Take water samples.

 Assist in building manholes/inverts.

**Task statements considered Marginal Duties and Functions:**

May install and repair water system pipes and accessories, using equipment such as pneumatic jackhammer and plumber's hand tools.

Shall enroll in various job-related refresher courses/seminars to update job knowledge.

 Shall attend safety meetings.

Is required to fill in other positions within the department.

**SPECIFICATIONS:**

1. Necessary minimum knowledge, skill, and ability associated with this classification:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimal fractions; to compute ratio, rate, and percent; to draw and interpret bar graphs; to perform arithmetic operations involving all American monetary units.

Ability to use a passive vocabulary of 5-6,000 words; to read at rate of 190-215 words per minute; Ability to write compound and complex sentences, proper end punctuation, and employing adjectives and adverbs; Ability to speak clearly and distinctly with appropriate pauses and emphasis, correct punctuation, variation in work order, using present, perfect, and future tenses.

1. Special Requirements associated with this classification: Valid S.C. driver's license and must obtain CDL within one year of hire date.
2. Amount of training, either on-the-job or formal education, and experience associated with this classification:

Over 6 months up to and including 1 year.

1. Tools and equipment used for this classification: Electric Grinders, Hand Reamer, Hand Riveting Machine, Power

Wrenches, Screwdrivers, Soldering Iron, Stud Drivers, Torque Wrench, Tweezers, Air Compressor, Arc-Welding Machine, Blueprints, Fixtures, Gages, Jigs, Manuals, Measuring Instruments.

1. Degree of Physical Demands (Strength) usually associated with the
essential functions of this classification:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to climb and/or balance; stoop, kneel, crouch, and/or crawl; reach, handle, finger, and/or feel. The employee is also frequently required to walk, sit, talk, and hear/listen.

The employee must occasionally lift and/or exert up to 50 pounds of force, and/or up to 25 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus, as well as adequate sight for safely operating a motor vehicle and/or machinery.

1. Environmental Work Conditions (Physical Surroundings and Hazards) usually associated with this classification:

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.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is frequently exposed to hot, cold, wet, humid, and/or windy weather conditions, and the employee is subject to sewer/water line breaks, exposure to electric shock, and gas explosions.

The noise level is moderate in the office, and loud when in the field.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of*

*specific statements of duties do not exclude them from the position if the* work *is similar,* related, or *a logical assignment to the position.*

 *The job description does not constitute an employment agreement*

*between the employer and employee and is subject* to *change by the employer as the needs of the employer and requirements of the job change.*