

**CITY OF SALINA**

**POSITION DESCRIPTION**

CLASS TITLE: Utility Worker I    GR: L    FLSA: NE    DATE: 10/22/2015

DEPARTMENT: Utilities    DIVISION: Utility

REPORTS TO: Water Distrib. Sup./WW Collection Sup.    APPROVED: \_\_\_\_\_    JOB CODE: 5020

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**GENERAL DESCRIPTION:**

Under general supervision, performs semi-skilled and skilled labor in the maintenance and operation of a water distribution and transmission system or wastewater collection system, including wastewater pumping stations. Work varies with some leeway for discretion and independent action.

**TYPICAL DUTIES:**

- Installs, repairs, cleans, taps, fits and inspects wastewater/water pipelines
- Installs and repairs wastewater/water valves and manholes
- Installs and repairs wastewater/water service lines
- Maintains wastewater pumps, motors and controls
- Installs and repairs fire hydrants
- Performs minor electrical and mechanical maintenance
- Performs custodial work such as cleaning, painting, lawn mowing and snow removal
- Installs and repairs chemical feed pumps and piping
- Performs permit required confined space entries
- Set-up and take-down appropriate traffic control signs and barricades
- Performs overtime and after-hours calls as required and other duties as assigned

**SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:**

None - Self

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

Completion of a high school level education or G.E.D. preferred. Two years experience preferred in the maintenance of mechanical and electrical equipment or related work. Possession of or obtain a Kansas Class A commercial driver's license (CDL) with air brakes and tanker endorsement within three (3) months of appointment.

**RESIDENCY REQUIREMENTS:**

40-minute response time by way of the most direct route and within the posted speed limits or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro

**ESSENTIAL DAILY JOB FUNCTIONS:**

- Establish and maintain effective working relationships with fellow employees, officials and the public
- Acquire and apply the knowledge of materials, equipment and procedures to effectively maintain wastewater systems
- Maintain and safely operate equipment
- Read meters, gauges, charts, etc. to maintain accurate records
- Take and analyze wastewater/water samples
- Read utility maps and operating instructions

**PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:**

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS: (cont.)

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required

Walking: Extensive walking required

Stooping/Bending: Frequently

Stand/Sit: Sit about 20 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Ability to distinguish colors

Hearing: Adequate to perform essential job functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Occasionally operates precision equipment

Manual Dexterity: Frequently operates valves, switches, vehicles and equipment

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse conditions possible

Noise/Vibrations: Equipment noise

Hazards: Moderate exposure to chemicals and traffic

Fumes/Dust/Odors: Frequent exposure to dust, fumes and odors

Infectious Diseases: Moderate exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material

Ability to understand and apply mathematical concepts accurately

Ability to listen to and apply information and instructions

Ability to organize information for concise written records

Ability to meet deadlines and work under some stressful conditions

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Telephone, two-way radio, test equipment, multimeters, megohmmeters, chlorometers, and personal gas monitors; pickups, dump trucks, tanker trucks and crane trucks; jackhammers, air moles and air compressors; wheeled and tracked excavators and skid loaders; hand and power tools; sewer cleaning equipment and inspection equipment

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.