

## UTILITY MAINTENANCE WORKER

### General Statement of Duties

Performs a variety of equipment operation and unskilled to skilled labor and maintenance work as required to provide services such as grounds maintenance, water line repair, meter reading, utility service and yard goods collection.

### Distinguishing Features of the Class

An employee in this class performs a variety of labor, equipment operation and mechanical semi-skilled work. Usually working as a part of a team in the construction, repair and maintenance of water lines, fixing leaks, small streets repair, buildings and grounds maintenance, meter reading and meter repair, turning water service on and off, picking up yard goods, and other services as required. Work involves the use of a variety of tools and light equipment and occasional driving of dump truck and regular truck in the performance of duties. Employees are subject to working both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Employee must be able to perform strenuous work over a long period of time, and is subject to on-call and call-back work. Work is performed under regular supervision of the Public Works Supervisor and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

### Duties and Responsibilities

#### Essential Duties and Tasks

Operates light equipment and uses hand tools, cuts grass using riding mower and weed eater, trims and cuts limbs and brush, cuts overhanging branches, trims trees and bushes to clear sight distances, picks up and removes limbs and brush from rights of way and streets.

Drives truck and dump truck to transport equipment, pick up trash and perform other tasks, takes materials to landfill, and hauls excess dirt from ditches.

Reads meters and records readings, connects and disconnects water service, completes work orders, installs, services, and tests water meters, replaces meters, locates leaks and assists in repairs of waterlines.

Hangs door tags warning of impending cutoff of water due to delinquent bills, turns on as directed.

Erects street signs as directed, sets up safety cones and signs and flags traffic around work sites.

Participates in a crew to collect litter and clear brush.

Completes work orders documenting work performed.

Patches pot holes with asphalt, digs extensively with shovels to replace asphalt, to reach and lay pipes, etc.

Performs preventive maintenance on vehicles and equipment, performs varied duties in the maintenance of buildings and grounds, including plumbing and electrical work as needed.

Runs errands to pick up supplies and parts.

Hangs holiday decorations.

Clears buildings and parking lots of snow and ice.

#### Additional Job Duties

Performs other duties as assigned.

### Recruitment and Selection Guidelines

#### Knowledge's, Skills, And Abilities

Considerable knowledge of the operation and care of variety of equipment used.

Working knowledge of tools, materials and equipment used in general construction and maintenance work, and the operation of trucks and mowers.

Working knowledge of municipal maintenance and construction practices.

Working knowledge of the occupational hazards and safety precautions of the work.

Working knowledge of the environmental and regulatory requirements related to water distribution

Some knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.

Working knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.

Ability to read and repair meters and record readings.

Ability to perform manual labor for extended periods of time.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting feeling, talking, hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally, 50 pounds of force frequently, and 20 pounds constantly to move objects.

Must possess the visual acuity to use hand tools and to operate equipment in a safe manner, to read gauges and to conduct visual inspections.

#### Desirable Education and Experience

Any combination of education and experience equivalent to completion of high school and experience in semi-skilled and skilled maintenance and construction work, or an equivalent combination of education and experience.

#### Special Requirements

Possession of valid North Carolina driver's license

Ability to obtain a CDL Class B license within 6 months of hire