**UTILITY MAINTENANCE**

**MAINTENANCE WORKER I**

**PURPOSE OF JOB**

Under general supervision of Utility Maintenance Manager, performs a variety of manual tasks in the installation, repair and maintenance of water and sewer lines. Performs other work as required.

**EQUIPMENT/JOB LOCATION**

* The employee will operate various types of tools/equipment including, but not limited to: loader, backhoe, dump truck, light trucks, power saws, laser transit, air compressor, jack hammer, drill, pavement cutter, etc.
* Operates heavy and light equipment as necessary and appropriate.
* Most work will be performed outdoors and tasks will be completed regardless of weather.
* Work involves frequent physical exertion including: walking, climbing, bending, stooping, kneeling and lifting.
* The employee will often be working in ditches, large holes, inclines and banks.
* The employee will be exposed to such conditions as dirt, mud, oil, grease, raw sewage, noise, chemicals, fumes, toxic substances, temperature and weather extremes.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

* Performs labor activities as part of a crew in the construction and installation of water and sewer lines, repairs existing water lines including: new water service lines, fire hydrants, sewer collection system extensions, taps, setting of meters and repair of meters.
* Assists is making water and sewer taps.
* Locates lines and leaks.
* Repairs leaks.
* Digs ditches.
* Drives truck to haul gravel, dirt, refuse, etc.
* Loads and unloads truck.
* Operates and maintain various tools and equipment.
* Performs general maintenance on vehicles, equipment and tools.
* Repairs yards, driveways and landscaping that are damaged as a result of utility work and/or repairs.
* Performs traffic control duties.
* Observes and adheres to safety rules, regulations and precautions.
* May assist is the opening and closing of grave sites at the City cemeteries.
* Performs additional duties and emergency duties after normal work hours when requested by supervisor.
* May be required to carry a pager for emergency call outs during off duty hours.

**REQUIRED KNOWLEDGE AND ABILITIES**

* Knowledge of the operation/use of heavy equipment, light equipment, power tools and hand tools.
* Knowledge of appropriate safety precautions, practices and procedures.
* Ability to understand and follow instructions from supervisors.
* Ability to maintain a high level of discipline and morale.
* Ability to keep accurate records and make reports if required.
* Ability to communicate clearly and effectively orally and written.
* Ability to establish and maintain an effective working relationship with the public, other employees and supervisors.

**Minimum Training and Experience Required to Perform Essential Job Functions**

*Any combination of training and experience equivalent to the following can be approved at the discretion of the department manager, Human Resources Manager and City Manager.*

* High school diploma, or equivalent, plus 1 to 2 years of directly related experience.
* Requires a Tennessee, Class B commercial driver’s license within first year of employment.
* May be required to attend various training schools or classes.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of machines, tools and equipment. Must be able to use body members to work, move or carry objects/materials. Must be able to lift heavy assemblies of various weights; however, assistance (both physical and mechanical) is provided when necessary. Some lifting will be awkward and heavy. Physical demand requirements are at levels of those for very heavy work.

**ENVIRONMENTAL FACTORS:** Performance of essential functions may require exposure to adverse environmental conditions such as dirt, dust, oil, fuels, grease, odors, wetness, fumes, extreme temperatures, noise extremes, machinery, vibrations, electric currents, toxic agents. May be exposed to biological hazards through contact with raw sewage, methane gas and hydrogen sulfide.

**DATA CONCEPTION:** Requires the ability to compare and/or judge the readily observable functional, technical, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**INTERPERSONAL COMMUNICATION:** Requires the ability of speaking and/or signaling to convey or exchange information.

**LANGUAGE ABILITY:** Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech.

**INTELLIGENCE:** Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job.

**VERBAL APTITUDE:** Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:** Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

**FORM/SPATIAL APTITUDE:** Requires the ability to inspect items for proper length, width, and shape, visually and with equipment.

**MOTOR COORDINATION:** Requires the ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:** Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**COLOR DISCRIMINATION:** Requires the ability to differentiate colors and shades of color.

**INTERPERSONAL TEMPERAMENT:** Requires the ability to deal with people (i.e. staff, supervisors, general public, and officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job.

**PHYSICAL COMMUNICATION:** Requires the ability to talk and/or hear: (talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear.

Note: This job description does not constitute an employment agreement between the City of Crossville and the employee and is subject to change by the employer as the needs of the City and requirements of the job change. The City of Crossville is an EEO/Affirmative action employer and does not discriminate on the basis of race, age, sex, religion, color, disability or national origin. In compliance with the Americans with Disabilities Act, the City may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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| I have received a complete copy of the job description and understand the requirements of the job. It is not to be construed as an exhaustive list of all responsibilities and duties required of the job.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee Signature Date |