

UTILITY MAINTENANCE WORKER

City of Halstead

Public Works Department

POSITION SUMMARY

Under the direction of the City Superintendent, the Utility Maintenance Worker is a non-exempt position under FLSA. This position assists maintaining water and sewer lines, repairing streets, and operating department equipment. This employee should possess a strong mechanical aptitude, and effective communication and public relation skills.

ESSENTIAL FUNCTIONS

- Assists with each of the following:
- Operates and maintains departmental equipment including but not limited to backhoes, vehicles, motor grader, asphalt rollers, crack sealers, sewer cleaners, tractors, forklifts, air compressors, and trenchers;
- Performs gas and arc welding and cutting;
- Installs and reads gas and water meters;
- Repairs and installs street signs;
- Repairs pot holes and seals cracks in city streets;
- Mows city properties, parks, cemetery, water wells, wastewater treatment plant, and road right of ways;
- Digs, covers, and backfills graves;
- Inspects, operates, and maintains water and wastewater treatment plants;
- Repairs gravel roads;
- Installs new water and gas services;
- Repairs water mains and service lines, sewer mains, natural gas mains lines, service lines, and storm drains;
- Finds and classifies natural gas leaks;
- Completes work orders as assigned.

MARGINAL FUNCTIONS

- Assists with ground and building maintenance of all city properties;
- Sets up voting booths during elections;
- Trims trees from alleys, city properties, parks, cemetery, water wells, wastewater treatment plant, and road right of ways;
- Performs carpentry and plumbing duties;
- Provides snow and ice removal for city properties and streets during inclement weather;
- Cleans sewer lines in emergencies;
- Performs minor repairs and upgrades to computer software;
- Inspects and maintains flood control levee and structures;
- Performs other duties as deemed necessary or assigned.

Classification QuickView

<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	ELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	
	HAZARDOUS CHEMICALS
	CONFINED SPACES
	ADVERSE WEATHER
	ELEVATED AREAS
	EXCESSIVE NOISE

**UTILITY MAINTENANCE WORKER
POSITION REQUIREMENTS**

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Experience: No prior experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within three to six months of employment.

Education: A high school diploma, GED, or satisfactory completion of written City exam is required. This position also requires that employees obtain training confined spaces, hazardous waste, basic first aid, excavation, and trenching. A valid Kansas Driver's License is required.

Technical Skills: A thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. This employee must be able to operate dump trucks, loaders, backhoes, graders, rollers, tractors, lawn mowers, sewer machines, and other department equipment. The ability to understand and anticipate problems, to follow department policies, and to interpret written instructions and manuals is required. This employee should possess a strong mechanical aptitude and effective public relation, oral and written communication skills. This position requires the ability to understand labels and material safety data sheets for chemicals that may be used.

Problem Solving: Some independent problem solving is involved in this position. This employee encounters problems with water leaks and safe and proper equipment use around close utility lines.

Decision Making: Some independent decision making is involved in this position. This employee makes decisions about performing necessary repairs and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with frequent supervision from the City Superintendent. This employee does not exercise any supervisory responsibilities over subordinate personnel.

Financial Accountability: This employee is responsible for safe operation of department equipment. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers and supervisory personnel are expected as well as occasional contact with members of the city council.

Working Conditions: Some adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, permit required work in confined spaces, heights, and all types of weather conditions is expected.

Physical Requirements: Manual labor including lifting and carrying heavy loads, extensive walking and the ability to operate departmental equipment is required daily in this position.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

This job description was last updated in January 2018.