



**Utility Worker – Water/Gas**

**SALARY RANGE**

\$15.00 – \$17.29 per hour

**FSLA:**

Non-Exempt

**GENERAL SUMMARY:**

Under general supervision of performs the repair, maintenance, and construction of water utility services. Operates various hand tools, power tools, equipment and vehicles to accomplish assigned work. Performs manual labor tasks. This position will also provide support to the public and assigned City departments and divisions.

**SUPERVISION:**

Under the general supervision of the Water/Gas Crew Leader. Must show independence. It is essential to be self-motivated and have initiative to carry out job duties and responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- All behaviors comply with the City's Personnel Policies and Procedure Manual. Adheres to the assigned work schedule.
- Must comprehend and adhere to the Gas Operating Maintenance and Inspection Plan.
- Operate a variety of equipment including trucks, air compressors, circular saws, jackhammers, electric drills, and other similar equipment and machinery in repairing and installing water pipes.
- Utilize a variety of hand and power tools; assist in routine maintenance of such equipment; assist with collection and cleaning of tools and materials after utilization.
- Provide support to assist division staff in the completion of their duties and responsibilities.
- Inspect equipment fluid levels including oil, fuel, water, and transmission fluid; refill fuel as needed; and report the need for repair.
- Assist with excavation projects by using manual labor not limited to shoveling by hand, and using probing rods to locate leaks and utility line.
- Complete daily work log and work orders as required by appropriate division staff member.

- Adhere to safety regulations including wearing appropriate clothing, erection proper barricades and signage and using proper equipment and materials as assigned.
- Locate, install, maintain, and repair a variety of water and drainage piping for water distribution including fire hydrants, pipes, valves, and service connections; repair waterline breaks
- Setup or assist with setting up traffic safety zones as assigned.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Assist with the installation or removal of heavy electrical motors.
- Identify and collect equipment needs for each assigned site; stock truck with materials and supplies as required.
- Answer questions and provide information to the public as necessary including notifications of utility construction and emergency work.
- May repair fences as assigned; cut or trim vegetation as requested including trimming trees; mowing; weed eating; remove and transport a variety of debris.
- May assist in checking of water wells and water plant on holidays and weekends.
- Responsible for satisfactory resolution of customer complaints, including but not limited to meter accuracy.
- Continue to receive training as required.
- Read utility meters with the use of handheld meter reading devices.
- Respond to emergency situations as required including hazardous and severe weather conditions; work on-call.
- Perform other duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

**EDUCATION**

Requires a High School Diploma/GED

**EXPERIENCE**

Six (6) months experience in general labor operating motorized equipment or hand tools similar to that used in water system operations.

**LICENSES AND CERTIFICATES**

Must possess a valid driver's license.

Obtain Class "C" Water certification from Texas Commission on Environmental Quality within two years following successful completion to probationary period.

**COMPETENCIES:**

An employee's performance will be evaluated on seven competencies.

- Communication
- Quantity/Quality of Work
- Teamwork

- Initiative/Motivation
- Planning/Organizing
- Safety
- Dependability/Attendance

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Uses of purposes of general construction and maintenance of tools and equipment.
- Proper safety precautions related to all work performed.
- Methods, techniques, and procedures related to an assigned areal of responsibility. Proper safety precautions related to all work performed.
- Purposes and uses of a variety of vehicles, equipment, electrical tools, and hand tools including motorized hydraulic equipment.

**Skill in:**

- Operating and using hand tools, mechanical equipment, power tools, and other equipment required for projects in a safe and efficient manner.
- Using various types of manual and electrical tools.

**Ability to:**

- Work on-call.
- Learn City and departmental policies and procedures.
- Learn how to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities.
- Learn the Gas Operating and Maintenance and Inspection Plan.
- Learn the Railroad Commission guidelines.
- Maintain assigned equipment and associated parts including verifying fluid levels.
- Use of oral communication clearly and concisely.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Perform difficult manual labor tasks including lifting heavy weights, stooping, bending, and twisting.
- Complete paperwork as required (work logs and work orders as example).
- Read field maps and street maps.
- Work effectively in the absence of supervisor.
- Pass a medical physical examination, drug test, criminal history background check, social security verification number check, driver's license check, and employment verification check.
- Meet City's driving standards.

**WORK HOURS:**

- Normal work hours Monday thru Friday 7:00 a.m. – 4:00 p.m.
- Holidays and weekends as required by supervisor.

- On-call (after hours) as necessary.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

Activity	Not at all	Rare	Occasional	Frequent	Continuous
Bend/Stoop				X	
Twist at waist				X	
Squat				X	
Crawl			X		
Climb				X	
Reach above Shoulder				X	
Crouch				X	
Kneel				X	
Balance		X			
Push/Pull				X	
Work outside in all conditions					X
Work in confined spaces			X		
Work at heights ≥ 3 feet				X	
Operate machinery				X	

Indicate frequency (N = Never, R = Rare, O = Occasional, F = Frequent, C = Continuous)

Lifting Activity	1-10 lbs.	11-24 lbs.	25-50 lbs.	51-100 lbs.	101+ lbs.
Floor – Waist	F	F	F	O	R
Waist – Overhead	F	F	O	R	R
Carry	F	F	F	F	O
Push/Pull	F	F	F	O	O

Hearing acuity:	N/A ___ Average X ___ Low ___
Visual acuity:	N/A ___ Average X ___ Low ___
Manual dexterity	N/A ___ Average X ___ Low ___

Percent of time spent:	
Standing	66%
Sitting	33%
Walking	33%

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Must complete a 6-month probation period.)