

## **UTILITY MAINTENANCE WORKER**

Grade: 12  
Full time, non-exempt, emergency  
Effective: 09/01/2019

### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs intermediate semiskilled work in the installation, repair, and maintenance of water and sewer lines, fire hydrants, and appurtenances; does related work as required. Work is performed under the limited supervision of the Public Utilities Superintendent.

This is heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, balancing, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, peripheral vision, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, atmospheric conditions, and wearing a respirator. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

1. Installing, maintaining, and repairing or replacing water and sewer lines, mains, and connections; responding to leaks and line breaks; making taps; installing fire hydrants and water meters; makes utility cuts.
2. May be required to operate trucks, tractors, backhoe, and mechanical equipment in connection with tasks.
3. Maintains easements for sewer mains; clears trees, overgrowth, and weeds; flushes sanitary lines and inspects lines with closed circuit cameras.
4. Makes repairs to manhole frames and covers, height adjustment rings, laterals, and sewer cleanouts. Performs maintenance on hydrants including flushing, painting, and replacing damaged hydrants.
5. Operates a dump truck to haul debris, gravel, and asphalt.
6. Performs a variety of utility maintenance duties including cleaning, patching, rodding, flagging and directing traffic.
7. Grades and seeds yards and rights-of-way after projects are completed. Assists with snow and ice removal and control.
8. Reading meters and recording usage; records readings and performs work orders; calculates consumptions; assisting with field work; initiating and terminating service; preparing and maintaining files and records and notes any unusual changes in consumption, location, or malfunctions such as leaks or damaged meters.
9. Inspects meters and connections for defects, damage, and unauthorized connection or use; reports findings to supervisor.
10. Rechecks readings as needed to determine abnormal consumption patterns and analyze possible causes for fluctuation or consumption.
11. Performs preventive maintenance on meters and repairs and/or replaces broken or defective parts; installs new meters; tests meters to ensure they are functioning properly; thaws frozen meters as needed.
12. Performs connections, disconnections, and reconnections to water access as directed, scheduled, or as necessary; posts notices of service cut off actions; maintains records of accounts connected or disconnected.
13. Responds to and reports customer complaints and service requests; assists customers with questions related to meter readings and water consumption.
14. Assists with other departments as needed. Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines; thorough knowledge of a variety of maintenance and manual tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances; thorough knowledge of the use of common hand and power tools; some knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment; ability to perform manual and semi-skilled labor for extended periods; ability to establish and maintain effective working relationships with associates and the general public.

General knowledge of the geography and street locations of the Town and location of water meters; basic arithmetic; ability to accurately read and record data from various types of meter dials; ability to communicate effectively verbally and in writing; ability to respond tactfully and effectively to customer complaints, questions and requests for service; skill in the use of listed tools and equipment; ability to understand and carry out verbal and written instructions; ability to write legibly.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from high school and minimal experience reading and repairing water meters.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate Commercial driver's license valid in the Commonwealth of Virginia or ability to obtain within six (6) months. May require possession of VDOT flagger certification.

**DISCLAIMER:**

The above information in this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications as required of employees assigned to this job.