



# Utility Worker I

**EXEMPT STATUS: Non-Exempt**

**SALARY RANGE: \$26,640-\$39,960**

**POSITION REPORTS TO: Crew Leader**

## **JOB SUMMARY:**

This position is assigned to the Department of Public Works/Utility and is responsible for the provision of a wide variety of City services relating to maintenance of water and sewer service. Persons in this position will on occasion report to the Utility Worker II, Equipment Operator, the Public Works and or Utilities Superintendent.

Utility Worker I is an entry class level. A worker in this class performs routine labor type duties while eventually gaining experience and knowledge in the installation and maintenance of water and sewer utility infrastructure repairs. Must have a working knowledge of power hand tools, wrenches and other tools used in the assembly of plumbing. Nature of work involves working inside of utility trench lines and manhole. Must be able to safely operate a vehicle, understand and carry out instructions, maintain records as well as possess a positive working relationship in a team atmosphere.

## **ESSENTIAL JOB FUNCTIONS:**

- Safely operates trucks and other vehicles, equipment and tools
- Performs minor and preventative maintenance on equipment
- Performs tree and vegetation removal and trimming as needed
- Performs maintenance and repairs on water and wastewater systems as directed
- Performs minor and preventative maintenance in City facilities
- Reads water meters, if required, for verification of readings
- Performs turn-ons/ turn-offs and other customer service tasks as needed
- Maintains assigned vehicle(s) in a clean, safe and operable condition
- Advises when tire replacement or repairs are needed on all vehicles
- Responds to after-hours calls whether scheduled or not
- Proficient use of hand tools used in the course of operations
- Works in confined space such as manholes and trenches
- Maintain records
- Understand and carry out instructions
- Assist other departments as directed
- Performs other duties as assigned

## **OTHER DUTIES**

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## **EDUCATION AND EXPERIENCE:**

- One year experience as a utility labor with some equipment operation a plus
- One year of progress experience in utility work
- One year of general construction experience
- High school diploma or G.E.D.

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**LICENSES OR CERTIFICATES:**

- Valid Texas Class C driver license; Texas Class B CDL is desirable

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of safety practices and requirements of the job
- Ability to work well with others
- Knowledge of operation of tools and power equipment

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

- Ability to lift up to 40 pounds on a regular basis
- Visual acuity, speech and hearing, hand/eye coordination and manual dexterity necessary to operate tools and equipment associated with the job
- Working conditions are in a field environment
- Must be able to pass a drug and/or alcohol screen

<i>This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.</i>
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**SIGNATURES**

This job description has been approved by all levels of management:

Department Head/Manager\_\_\_\_\_

Human Resources\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_Date\_\_\_\_\_