JOB OVERVIEW

<table>
<thead>
<tr>
<th><strong>Job Title</strong></th>
<th>Utility Maintenance Worker</th>
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<tbody>
<tr>
<td><strong>Department</strong></td>
<td>Public Works</td>
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<tr>
<td><strong>Location</strong></td>
<td>601 W Hickman</td>
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<td><strong>Reports To</strong></td>
<td>Public Works Operations Manager</td>
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<td><strong>FLSA Category</strong></td>
<td>Non-Exempt</td>
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<tr>
<td><strong>EEOC Category</strong></td>
<td>Service and Maintenance</td>
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<tr>
<td><strong>Pay Group</strong></td>
<td>17</td>
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<tr>
<td><strong>Pay Range</strong></td>
<td>$35,298 - $51,168</td>
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</tbody>
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GENERAL JOB DESCRIPTION

To perform a variety of water and sewer maintenance operations, including installing, maintaining, and repairing the water distribution and wastewater collection systems, including water and wastewater mains, services, pumps, valves, manholes, lift stations, meter reading, and related infrastructure. Routinely operates equipment such as backhoes, dump trucks, wastewater line cleaning and inspection equipment as required for routine and emergency operation and repairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Evaluates, repairs, and replaces water and sewer stations for maintain proper functioning.
- Operates a variety of tools and equipment including trucks, backhoes, ditch witches, water pumps, air compressors, pipe locators, cutting torches and saws.
- Performs general maintenance duties including refueling, changing oil, and lubricating parts; makes minor adjustments as necessary.
- Flushes dead-end fire hydrants monthly as required by state regulations.
- Records and maintains accurate pumping information related to monthly state and federal reporting.
- Inspects and controls infiltration problems related to the sewer system.
- Performs preventative maintenance and repair of sewer mains.
- Installs television camera equipment in sewer mains for monitoring.
Repairs sanitary sewer manholes as needed.

Responds to public inquiries in a courteous manner; provides information within the area of assignment; resolves complaints in an efficient and timely manner.

Remains on-call to respond to emergency situations for repair of utilities systems and various related problems.

Maintains records related to water utility operations and maintenance; prepares logs for daily projects.

Collects meter readings; prepares meter tickets as necessary.

Verifies operation of and reads commercial and residential meters; tests meters for accuracy; replaces obsolete meters as necessary.

Installs and maintains meters and related equipment as requested.

Operates underground television camera equipment to perform duties related to inspection of sanitary sewer systems.

Ensures the adherence to safe work practices and procedures.

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

High School Diploma or GED

One (1) year of responsible experience involving the installation, maintenance and repair of water distribution, collection systems, water systems or meter services, or an equivalent combination of education, training, and experience.

**LICENSES & CERTIFICATES**

Must have a valid CDL Class B license with no restrictions or must be able to obtain one within first six (6) months of employment.

Water Systems Operator License, Class D

Wastewater Collection System Operator License, Class I or II

*Failure to obtain appropriate certification will result in non-disciplinary termination.*

**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:**

Operations, services, and activities of a comprehensive utilities program.

Methods, techniques, tools, equipment, and materials used in the installation maintenance and repair of utilities systems.
Occupational hazards and standard safety precautions necessary in the work performed.

Preventive maintenance and inspection methods.

Basic principles of record keeping and reporting.

Pertinent federal, state, and local laws, codes, and regulations.

Modern office procedures, methods, and computer equipment.

Read field maps, as-builts and street maps.

**Skill in:**

Troubleshooting and problem solving related to utilities systems activities.

Maintaining and repairing utilities systems.

**Ability to:**

Work on-call.

Perform responsible and difficult work involved in the installation, maintenance, and repair of utilities systems.

Troubleshoot problem situations related to water distribution activities.

Analyze, assess, and resolve problem situations.

Perform assigned work in accordance with appropriate safety practices and regulations.

Read blueprints and drawings.

Understand and carry out written and oral instructions.

Maintain accurate and up-to-date records.

Work independently in the absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.
The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.