

UTILITY MAINTENANCE WORKER

SUMMARY/PURPOSE

To assist in the maintenance, repair and installation of City owned utilities.

DISTINGUISHING FEATURES OF THE CLASS

This is the entry-level class within the Utility Operations Division. Employees at this level assist other Utility Operations personnel while learning the operations and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Assist with excavation work including digging, shoring, and backfilling trenches.
2. Operate jack hammers and other equipment used to repair underground utilities.
3. Prepare concrete and other mixtures used in the repair of utilities.
4. Assist in the operation of portable or temporary pumping equipment.
5. Assist with receipt and storage of materials used to maintain and repair utilities.
6. Operate equipment, such as a tandem dump truck, requiring a Class "B" commercial driver's license.
7. Assist in stocking service vehicles as needed.
8. Assist in pipefitting work including cutting, threading, and tapping, fitting, cementing, and calking pipes.
9. Assist in the installation, maintenance, and repair of valves, stop boxes, drips, taps, water pumping stations, hydrants, air valves, force mains, manholes, catch basins and other utility structures.
10. Dispose of demolition debris such as broken concrete, blacktop, and pipe materials and deliver to appropriate dump sites.
11. Assist in the operation, inspection, and testing of hydrants, air valves, water pumping stations and other utility structures.
12. Operate a variety of motorized vehicles, power tools and hand tools.
13. Assist in the maintenance and inspection of storm water sedimentation basins and grizzlies.
14. Perform light maintenance, cleaning and daily service check list on vehicles.
15. Perform routine cleaning and maintenance of indoor garage areas, including sweeping, hosing floors, washing walls, and other cleaning as needed.
16. Set up and maintain traffic control equipment.
17. Assist in plowing and hauling snow from around utility facilities.
18. Assist in the operation of equipment used in sewer line maintenance.
19. Assist in maintenance of water pumping stations.
20. Assist in operation of the steamer during ice removal in culverts and water facilities.
21. Provide information to customers related to utility operations in a professional manner.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. One (1) year of verifiable experience in utility construction or maintenance or a position with equivalent duties.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class "B" Commercial Driver's License or equivalent.

3. Knowledge Requirements
 - A. Knowledge of defensive driving techniques and vehicle operation regulations.
 - B. Knowledge of OSHA, and Commercial Driving License regulations.
 - C. Basic knowledge of general safety practices and procedures.
 - D. Knowledge of basic construction work methods and procedures related to the maintenance and repair of utilities.
 - E. Basic knowledge of the use, operation and maintenance of pumps and compressors.
 - F. Knowledge of safe trenching methods.
 - G. Knowledge of gas and diesel powered equipment used in the repair and maintenance of utilities.

4. Skill Requirements
 - A. Skill in setting up appropriate traffic controls.
 - B. Skill in using hand and power tools in utility construction.
 - C. Skill in operating and maintaining vehicles used in a utility setting.

5. Ability Requirements
 - A. Ability to safely operate and maintain motorized equipment according to City policies and procedures and to obey all traffic and vehicle operation laws.
 - B. Ability to use good judgment and work under direction of others.
 - C. Ability to identify and operate a variety of hand and power tools.
 - D. Ability to communicate and follow oral and written instructions.
 - E. Ability to establish and maintain effective working relationships with others.

6. Physical Ability Requirements
 - A. Ability to work outside in inclement weather.
 - B. Ability to work in dusty, dirty, wet and muddy conditions.
 - C. Ability to climb ladders, work in excavations and in confined spaces.
 - D. Ability to occasionally remove and replace manhole and catch basin covers with assistance.
 - E. Ability to lift and carry supplies and equipment up to 50 pounds, and occasionally carry up to 90 pounds.
 - F. Ability to work expanded shifts and/or be called in for emergency work with little or no advance notice.
 - G. Ability to stand, kneel, stoop, and crouch for extended periods.
 - H. Ability to attend work on a regular basis.

HR: TS	Union: Basic	EEOC: Service/Maint	CSB: 10/07/2014	Class No: 4310
WC: 6319	Pay: 23	EEOF: Utilities/Transportation	CC: 10/13/2014	Resolution: 14-535R