

## **POSITION DESCRIPTION**

City of Big Spring

**Job Title:** Utility Service Worker  
**Department:** Distribution and Collection

**Grade/Step:** 9-1  
**Pay Rate:** \$10.870/hour

### **JOB SUMMARY**

This position is responsible for participating in the repair and maintenance of water and sewer mains, lines and meters.

### **MINIMUM QUALIFICATIONS**

- High School Diploma/GED or equivalent work experience.
- Ability to read, write and perform basic mathematical calculations.
- One year of experience in general underground utility construction maintenance or plumbing activities.
- Possession of a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain a Commercial Driver's License (CDL) Class A issued by the State of Texas for the type of vehicle or equipment operated. If applicant does not currently have a CDL, he/she must be able to pass all five sections of the written test and have the temporary licenses in their possession in the first sixty (60) days of employment. The cost of CDL testing and fees is at the employee's expense. The driving test will be scheduled as equipment is available.
- Must live within a thirty (30) minute travel time from workstation or be able to meet this requirement within six (6) months of employment.

### **DUTIES, FUNCTIONS AND RESPONSIBILITIES**

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

- Participates in the maintenance and repair of water and wastewater mains and lines.
- Investigate and inspect water distribution and wastewater collection systems.
- Install, maintain, excavate, repair, replace, backfill and locate water and wastewater infrastructure.
- Backfills all excavated areas.
- Repairs or replaces leaking water meters; replaces valves and couplings.
- Provides traffic control at work sites to ensure a safe working environment. Places and gathers cones, flags, set out traffic signs, etc.
- Flushes water lines and fire hydrants.
- Connects and disconnects water and sewer services.
- Responds to complaints regarding low water pressure.
- Locates leaks in water and wastewater lines.
- Responds to emergency service calls as required; remains on call after hours a minimum one week per month. The employee may be required to work overtime or comp time with little, or no notice at any hour or day of the year, as needed.
- Fills out and completes paperwork, forms and work orders for assigned jobs.
- Assists in the basic operation, inspection, and maintenance of a variety of vehicles and heavy equipment.

- Assist in the set up, operation, and maintenance of a variety of safety-related equipment according to the City's safety procedures and SOP.
- Perform labor intensive work and other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION**

- Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Knowledge of the safety policies and procedures pertaining to the repair and maintenance of water and sewer mains and lines.
- Knowledge of the methods and practices of maintaining and repairing water and sewer mains and lines.
- Skill in the use of such tools as a backhoe, sewer jet and vac-con truck, tamper, jackhammer, chop saw, and various hand tools.
- Skill in the construction, maintenance, and repair of water and sewer lines and mains.
- Skill in reading and interpreting maps, plans and drawings.
- Skill in oral and written communication.

### **SUPERVISORY CONTROLS**

The Distribution and Collection Superintendent or the Distribution and Collection Supervisor assigns work in terms of somewhat general instructions to the Senior Utility Service Worker. The Senior Utility Service Worker insures that the Utility Service Worker performs his duty while working with one another. The Distribution & Collection Manager, Distribution & Collection Superintendent & the Distribution and Collection Supervisor will check work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

### **GUIDELINES**

Guidelines include work orders, City and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

### **COMPLEXITY**

The work consists of related water and sewer maintenance and repair duties.

### **SCOPE AND EFFECT**

The purpose of this position is to assist in the maintenance and repair of water and sewer lines and mains. Successful performance facilitates the speed and accuracy of repairs and service and contributes to the efficient operation of the department.

### **PERSONAL CONTACTS**

Contacts are typically with co-workers, other utility workers, and the general public.

### **PURPOSE OF CONTACTS**

Contacts are typically to exchange information and provide services.

### **PHYSICAL DEMANDS**

Continuous outdoor activity, frequent sitting, standing, walking, squatting, bending, twisting upper body, climbing, exposure to extreme heat, cold, noise, mechanical hazards, fume/odor

hazards, toxic waste/material hazards, occasional kneeling and crawling. The employee lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.

### **WORK ENVIRONMENT**

The work is typically performed outdoors, where the employee is exposed to noise, dust, dirt, grease, machinery with moving parts, occasional inclement weather and possibly infectious diseases. The work requires the use of safety devices such as masks, goggles, or gloves.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to execute other duties not mentioned that are of similar kind or level of difficulty.