

Job Title: Public Works Utility Worker Job Description

Department: Public Works (Water, Sanitary Sewer, Storm Sewer, and Streets)

Supervisor: Public Works Director

General Job Summary:

Assist with operation, maintenance and repair of water and wastewater plants, water distribution, wastewater collection and storm sewer collection systems and controls. Assist with maintenance of City properties including but not limited to mowing, trimming, raking, reseeding/planting, and tree trimming/removal. Assist with snow removal as directed.

Scope of job tasks:

Assist to maintain the highest quality possible and unlimited quantity of water. Assist to maintain the best possible effluent from the wastewater plant in order to comply with applicable state and federal standards. Assist with maintaining all City buildings. Assist the public works director in receiving and maintaining hook-up applications and inspecting hook-ups to the City's water and sewer systems. Upon appropriate training, assist with sample collection, testing, and transportation to appropriate testing laboratory. Assist with installation, testing, repair, and maintenance of meter records in customer use. Assist with reading meters on a monthly basis. Sweep streets, repair potholes, repair and maintain street surface and curbs; seal coat or otherwise resurface streets, assist project engineers or contractors as needed or directed by the Public Works Director. Remove snow and ice accumulations and sand streets and intersections in accordance with the City's Snow Removal Policy. Clear snow from sidewalks and driveway at Fire Station and City Hall. Maintain City properties which includes but is not limited to mowing, trimming, raking, reseeding/planting, and tree trimming/removal. SAFE WORKING PRACTICES SHOULD BE OBSERVED AT ALL TIMES.

Job Specifications

***Education:**

Will have or to be able to obtain the proper CDL Driver's License for the equipment. Will have or be able to obtain within four years Grades 1 & 2 water and wastewater licenses as required by the City's operating permits. Must understand and be able to correctly fill out the required monthly and annual reports pertaining to the water and wastewater operations. Travel (City expense) to and participate in meetings as required to maintain knowledge and licenses in compliance with current state and federal regulations pertaining to work. Must be mechanically inclined and able to operate machines and equipment common to the Public Works Department upon appropriate training. Must be familiar with the use of various tools and have some general maintenance experience.

***Work Experience**

Must be mechanically inclined and able to operate the equipment and tools common to the water and wastewater systems upon appropriate training. Must be familiar with the use of various hand and power tools and have some general maintenance experience.

***Physical Demands**

Will be on your feet the majority of the day. Carries light and heavy equipment and materials. Uses brooms, mops, and other cleaning equipment. Stoops, bends, kneels and claims depending on the job being performed. Will have to be able to work efficiently at heights up to 65 feet, out of a bucket truck. Be able to lift up to 50 lbs. Shoveling and leveling of dirt. A pre-employment physical and drug test is mandatory.

***Supervision**

Under the direction of the Public Works Director. Must be able to work for short periods in the absence of the Director.

***Working Conditions**

Working indoors and outdoors, frequently in inclement weather and may be on call in case of after-hours emergencies such as a water main break. May work in damp, awkward, cramped quarters and confined spaces. Work with project engineers and contractors when necessary.

***Responsibilities**

Carry out all instructions given by properly authorized persons. In case of emergency or when the need arises, all employees will be required to help in other departments.

***Hazardous Chemicals**

All employees shall obtain and read material data sheets with any product before using the product.

***Compliance with City Policies**

All employees will work within the guidelines of existing and future policies required by local, state, and federal regulations including but not limited to confined space entry, OSHA safety standards and will attend training meetings and seminars as required. Must obtain the proper CDL Driver's License for the equipment and will be required to participate in the City's random drug testing programs mandated by the IDOT. Must work to obtain the proper water and wastewater licenses.