

# OSKALOOSA MUNICIPAL WATER DEPARTMENT

## JOB CLASSIFICATION: Water/Wastewater Utility Person

<b>DEPARTMENT:</b> Water	<b>ACCOUNTABLE TO:</b> General Manager & Water or Sewer Operations Manager	<b>FLSA STATUS:</b> Non-exempt
<b>CLASS SUMMARY:</b> Incumbents are responsible for performing a wide variety of skilled activities in maintaining and repairing water/wastewater utilities. Duties might include: performing locates on water and sewer lines for the City, other utilities, contractors, and the general public; rebuilding intakes and manholes; repairing pipes; performing maintenance on water distribution and sewer collection systems; operating specialized equipment requiring a higher skill level; performing preventative maintenance and cleaning equipment; performing snow removal duties; replacing valves and fire hydrants; making water taps; assisting the Customer Service Technician with meter changes; reading water meters; flushing fire hydrants; repairing water main breaks; and, assisting in a wide variety of Water/Wastewater projects. Incumbents may serve as lead workers to seasonal staff on maintenance projects.		
<b>DISTINGUISHING CHARACTERISTICS:</b> The Water/Wastewater Utility Person is the second level of a five-level Water/Wastewater series. The Water/Wastewater Utility Person is distinguished from the seasonal staff in that they perform activities requiring a higher level of skill. The Water/Wastewater Utility Person I is distinguished from the Water/Wastewater Maintenance I by the type of equipment operated and doesn't require a Water Distribution License.		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>FRE-QUENCY</b>	
1.	Performs utility locates on water and sewer lines.	Daily	
2.	Operate equipment such as sewer jets, sewer vacs, vacuum excavators, tapping machines, power tools and all trucks.	Daily	
3.	Inspect lift stations as necessary, check the flowchart and record usage.	Daily	

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4.	Cleans and repairs sewers including sewer lines, pipes, manholes, intakes and related structures.	Weekly	
5.	Performs maintenance on water distribution and sewer collection systems including repairing valves and hydrants, flushing the system, cleaning manholes and other activities to maintain a safe water supply. Serves as a lead to seasonal workers on maintenance projects	Weekly Weekly	
6.	Reads water meters; looks for problems with water meters; takes final readings for new or vacating occupancies; assists the Customer Service Technician with meter changes and troubleshooting problems.	Monthly	
7.	Performs preventative maintenance and cleaning of equipment to allow for safe and efficient equipment operation.	Monthly	
8.	Replaces valves and fire hydrants, makes water taps, and ensures proper installation.	Monthly	
9.	Repairs water main and sewer main breaks, determines the nature and location of the leak and the best method of repair.	Monthly	
10.	Mow, trim and general upkeep of the office, water towers, water and wastewater treatment plant grounds.	As Required	
11.	Performs snow removal duties such as operating snowplows and hauling, shoveling, and applying chemicals and abrasives to parking lots, driveways, sidewalks and steps.	As Required	

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12.	Repairs streets and sidewalks by removing and replacing concrete and asphalt, and necessary clean up activities.	As Required	
13.	Performs other duties as assigned.	As Required	
14.	Will be available to respond in emergencies or unusual situations outside of the normally assigned work periods.	As Required	

### **Knowledge** (position requirements at entry):

Knowledge of:

- Water distribution system, hydrants, valves, fittings, maps and flows.
- Sewer collection systems, manholes, pipes & fittings, flows, and repairs and maintenance.
- Work zone safety.
- Hand and power tool operation.
- Excavation safety.
- Construction techniques.
- Traffic control.

### **Skills** (position requirements at entry):

Skill in:

- Maintaining and repairing distribution systems and sewer collection systems.
- Operating hand and power tools.
- Operating equipment such as sewer jets, sewer vacs, vacuum excavators, tapping machines, power tools and all trucks.
- Problem solving.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the public, etc. sufficient to exchange or convey information and to receive work direction.

### **Training and Experience** (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) and three years of construction, utility maintenance, or related experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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<b>Licensing Requirements</b> Incumbents must be required to have:
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| <ul style="list-style-type: none"><li>• Class A or B, Commercial Driver's License with tanker and air brake endorsements. Must be obtained within 6 months of Date of Employment</li><li>• Water Distribution/Sewer Collection License must be obtained within 1 year of employment</li></ul> |
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<b>Physical Requirements:</b>
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Positions typically require - climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.
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Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dust, gases, chemicals, oils, extreme temperatures, inadequate lighting, workspace restrictions, poor ventilation, and intense noises.
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Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of forces constantly to move objects.
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