

## CITY OF COMMERCE

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| <b>JOB TITLE: Maintenance Worker I</b> | <b>FLSA STATUS: NON EXEMPT /Full-time</b> |
| <b>DEPARTMENT: Public Works</b>        | <b>GRADE: 10</b>                          |
| <b>DIVISION: Water &amp; Sewer</b>     | <b>REVISION DATE: 11/22/2016</b>          |

### **Summary/Objective of Position**

This position is primarily responsible for performing unskilled and semi-skilled in support of the City's water distribution and sewer system.

### **Essential Functions:**

Installs and repairs water/sewer lines, sewer taps, water/sewer mains, fire hydrants, valves, water meters, and other related services.

Responds to water/sewer service and emergency calls.

Operates a variety of equipment and hand tools such as a backhoe, boring equipment, trencher, sewer machine, jack hammer, tapping machine, mower, tamping machine, shovel, pickax, truck, and other related tools and equipment in the performance of duties.

Operates the roving sewer camera to locate leaks and obstruction in sewer lines.

Cleans and clears clogged sewer service lines and mains.

Assists with locating water mains, sewer lines, and other utilities.

Assists in maintaining sewer pump stations.

Completes meter change out and new service forms; performs new water/sewer service connections for residential and commercial customers.

Flags traffic as directed.

Performs routine maintenance of equipment, including washing, checking fluid levels, and lubricating; performs minor equipment repairs.

Operates a push mower and tractor to mow grass.

Assists with inventory control as well as supplies and materials ordering activities.

## Public Works: Maintenance Worker I

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Maintains buildings and equipment used by the department. Performs housekeeping duties as directed

Performs other related duties as assigned.

### KNOWLEDGE/ABILITY REQUIRED BY THE POSITION:

Knowledge of the standard materials, tools, equipment, methods and terminology used in the operation of a municipal water distribution and wastewater system;

Knowledge of safety procedures pertaining to water and sewer distribution systems maintenance.

Knowledge of meters, valves, tapes, sewer pump stations, and elevated water tank operations.

Skill in standard water and sewer installation, repair and maintenance, tools and equipment.

Skill in the use of tools such as jackhammers, pipe locators, pipe cutters, and various hand tools

Ability to understand and carry out oral and written directions.

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**SUPERVISORY CONTROLS:** The Maintenance Worker II, under the direction of the Water Sewer Superintendent, assigns work in somewhat general instructions. The Superintendent reviews work in progress and upon completion for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include city and department policies and procedures, safety guidelines, and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related unskilled and semi-skilled duties; inclement weather conditions contribute to the complexity of the work.

**PERSONAL CONTACTS:** Contacts are typically with co-workers, other city employees, and members of the general public to include citizens of the community.

**PURPOSE OF CONTACTS:** Contacts are typically to exchange information, resolve problems, and provide services.

## Public Works: Maintenance Worker I

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**PHYSICAL DEMANDS/ADA REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Primary functions require sufficient physical ability and mobility to work in a field environment. The work consists of continuous outdoor activity, frequent standing, sitting, walking, squatting, bending, twisting upper body, climbing, exposure to extreme heat, cold, noise, mechanical hazards, fume/odor hazards, toxic waste/material hazards.

Must be able to work in confined spaces; walk and work on slippery and uneven surfaces. Requires manual dexterity sufficient to grasp, hold objects and tools with full range of motion in wrists and arms.

Must be able to walk occasionally for 6 to 8 hours per day or longer in necessary.

Must have no impairments that limit work capabilities in year round weather conditions.

Must be able to bend and twist for lifting, installing and reading water meters and other water appurtenances.

Must have no limitations which restrict entering, exiting and working in water service, valve and hydrant manholes. This includes reaching, standing, stooping, bending, twisting and kneeling while performing the needed repairs or installation.

Must have no imitations that restrict shoveling of dirt for 6 to 8 hours per day.

Must be able to climb ladders, crawl across pipelines, lift or carry 50 pounds while climbing ladder or steep banks. Must have no climbing or height restrictions up to 12 feet on a ladder or other equipment.

Must be able to lift manhole covers weighing in excess of 50 pounds several times a day if necessary.

Must be able to lift, carry, push and or pull light (5lbs) to moderate (50lbs) amount of weight.

**Vision:** Close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**Hearing:** Hearing ability sufficient to understand general in-person and telephone conversation.

**Language Ability:** Requires ability to read a variety of informational, technical documentations, directions, instructions, and methods and procedures.

**WORK ENVIRONMENT:** The duties of this position will typically be performed in an outdoor setting. While performing the functions of this position, the employee will be exposed to dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional inclement weather. The work requires the use of safety devices such as masks, goggles, or gloves.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** None

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**MINIMUM QUALIFICATIONS:**

Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

Possession of a valid Georgia Driver's license.

Applicant must have a satisfactory motor vehicle report.

By my signature, I hereby certify that I have reviewed the description of my position and agree to perform the duties described therein. I understand the City of Commerce may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy of my review and signature. I understand the position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties may be assigned.

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Human Resources: \_\_\_\_\_