

**Title: Water Distribution Utility Maintenance I**

Department: Public Works

Reports To: Public Works Superintendent

FLSA Status: Non-exempt



**General Description of Position:**

Under guided supervision, the Water Distribution Utility Maintenance I performs various routine and repetitive tasks to construct, repair, and maintain the City's water distribution systems and other water utility operations.

**The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.**

**Essential Functions:**

1. Represents the City of Van Alstyne in a professional, appropriate manner at all times
2. The following duties are typical for this position.
  - (a) Constructs, maintains and replaces water or sewer mains and/or service lines; inspects, diagnoses, and repairs failures in water and sewer mains; operates various construction equipment; builds and adjusts manholes and clean-outs; installs and repairs fire hydrants and valves; prepares trenches; rods and cleans sewer lines; excavates water and sewer mains and services, exposing them for repair.
  - (b) Excavates trenches and ditches for the installation of new mains and/or service lines.
  - (c) Operates sewer cleaning equipment, as needed, to clean mains, services, manholes and spills
  - (d) Disassembles, cleans, repairs, replaces, and test defective or worn parts on water meters.
  - (e) Maintain and repair water lines and performs other water distribution, production, and collection tasks.
  - (f) Performing general maintenance duties to include completing work order tickets for each task performed;
  - (g) Operates various light to heavy construction equipment and tools to include tractors, backhoes, dump trucks, sewer machine, jack hammers, water main tapping machine, air compressors, trailers, compactors, weed-eaters, augers, tillers, welders, cut off saws, vehicles, and power and hand held tools.
  - (h) Works safely when working in close proximity to high-speed vehicle traffic areas; along medians, right of ways, etc.
  - (i) Conducts daily inspections and preventative maintenance measures of vehicles, equipment's, and tools such as washing, checking safe and proper operation, and servicing; checking fluid levels lubrication, point check, tire pressure check, cleaning filters and screens, cleaning of wind shields; insure road worthiness by checking the operation and presence of all lights, horns, braking systems, wipers, road hazard equipment, securing loads and other items required by the Dept. of Transportation before allowing equipment onto public roads.
  - (j) Identifies and informs his/her supervisor of potential hazards, liability exposures, problem areas, public inquiries of the general public, and the status of work activities.
  - (k) Adheres to personnel, safety, and department policies and procedures.
  - (l) Performs preventive and corrective maintenance on equipment; assists in repair of equipment.
  - (m) Performs routine cleaning of equipment, grounds, and work areas.
  - (n) Performs routine electrical work.
  - (o) Performs routine welding, cutting and fabrication as needed.
  - (p) Must be available (on-call) during non-working hours.
  - (q) Perform any other related duties as required or assigned.
3. Uses standard office equipment, including a computer and laptop; uses meter reading and repair equipment; safely drives City vehicles to work sites; transports materials and assists other staff, as required; keeps maintenance records on all assigned equipment.
4. Supports the relationship between the City and the public through courteous, professional, and cooperative interactions; ability to interact tactfully with customers during stressful situations.

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5. Performs all job duties, tasks, and activities according to work instructions, defined procedures, and policies.
6. Safely performs all work activities and follows all safety rules including safe and effective use of personal protective equipment.
7. Performs related duties as assigned or required by the supervisor
8. Identifies, records, and reports problems that interfere with the completion of job duties, and initiates, recommends or provides solutions as appropriate.
9. Exemplifies a cooperative attitude to work effectively with others.
10. Has regular and consistent attendance for the assigned work hours.
11. Willingness to cross-train as needed to meet departmental objectives.
12. Protects classified, sensitive, and confidential information.

### **Qualifications**

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

### **Knowledge, Skills and Abilities:**

- Ability to utilize computer hardware and software relating to work and field equipment.
- Ability to work independently.
- Maintain accurate records and reports to remain in compliance.
- Knowledgeable of the City's policies and procedures.
- Must be able to follow oral and written instructions.
- Ability to fill out and complete paperwork, forms, and work orders for assigned jobs.

### **Education, Training, and Experience:**

- High school diploma or equivalent required.
- Experience in the treatment and/or distribution of groundwater preferred.
- Must possess and continue to possess a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.
- Must have a class "C" groundwater treatment or water distribution certification issued by the Texas Commission on Environmental Quality or be able to obtain a class "C" groundwater treatment or water distribution certification within 3 years. The public water system is groundwater under the influence of surface water. Experience with service water is a plus but not required.

### **Critical Thinking Skills**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

### **Working Conditions**

Somewhat disagreeable working conditions. Continuously exposed to one or two elements such as noise, intermittent standing, walking; and pushing, carrying, or lifting. May involve some travel and/or work is at times, in the evening or during the night hours.

### **Environmental Conditions**

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the functions of this job, the employee is frequently exposed to work near moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions; and occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

### **Physical Activities**

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Moderate diversity, low physical. Work activities which allow for a moderate amount of diversity in the performance of tasks which are not as varied as those positions with high-level diversity and decision- making.

While performing the functions of this job, the employee is regularly required to sit, talk or hear; and frequently required to use hands to finger, handle, or feel; occasionally required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; distance vision; color vision; peripheral vision; depth perception; and ability to adjust focus.

### **Work Environment/Physical Requirements**

Heavy. Exerting force to lift, carry, or drag 50-100 pounds rarely, 25-50 pounds occasionally, or up to 10-20 pounds frequently. Other essential and important duties/functions require maintaining physical condition necessary for adequate physical performance abilities including moderate and heavy lifting; bending stooping, kneeling, crawling, climbing; the use of fingers, both hands and both arms; the use of both legs; walking, standing or sitting for prolonged periods of time; the ability to operate motorized equipment and assigned vehicles; adequate speech, hearing and eyesight required; lift, carry, push, pull, drag or hold moderate to heavy weight objects; visual acuity and ability to distinguish color.

### **Machines, Tools, Equipment**

Knowledge and ability to properly use and operate small, medium, and large trucks, probe rod, pumps, power tools, and hand tools.

### **Protective Equipment Provided**

Hard hat, gloves, boots, mask, and eye protection.

### **Compensation and Benefits**

Compensation is \$18.00 to \$24.00 hourly, \$37,440.00 to \$49,920.00 annually. Starting salary is commensurate with qualifications and relevant experience.

The position is a full-time nonexempt position.

Hours: At will. Mandatory overtime and on-call as needed.

TMRS Retirement. 7% employee contribution with a 2 to 1 employer match. Vested after five years of service. TMRS provides 1x your annual salary in life insurance benefit. Employees are retirement eligible upon vesting and at least age 60 or with 20 years of service credit at any age as well as restricted prior service credit.

12 paid holidays.

100% of employee health, dental vision, life, telehealth, tele-counseling, short/long term disability benefits paid as well as 50% of dependent health coverage!

For more information regarding all of the benefits offered by the City of Van Alstyne please review our [Summary of Benefits](#)

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Candidates **MUST** successfully complete a background check (including criminal history), drug screening and pre-employment physical. All candidates **MUST SUBMIT CITY APPLICATION** and resume to be considered to: City of Van Alstyne, Attn: Human Resources, 152 N. Main Dr.; P.O. Box 247, Van Alstyne, Texas 75495-0247.