

# EMPLOYMENT OPPORTUNITY



## Utility Maintenance Worker - I

### **PURPOSE OF POSITION:**

Under guided supervision, the Utility Maintenance Worker – I performs various routine and repetitive tasks to construct, repair, and maintain the City’s water distribution and wastewater collection systems, and other water and sewer 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:**

Essential functions may include any of the following representative duties, knowledge and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:

- 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.
- Excavates trenches and ditches for the installation of new mains and/or service lines.
- Operates sewer cleaning equipment, as needed, to clean mains, services, manholes and spills
- Disassembles, cleans, repairs, replaces, and test defective or worn parts on water meters.
- Maintains water leaks and sewer lines; installs and changes water meters and pit pads; and performs other water distribution, production, and collection tasks.
- Performing general maintenance duties to include completing work order tickets for each task performed;
- 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.
- Works safely when working in close proximity to high speed vehicle traffic areas; along medians, right of ways, etc.

- 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.
- Identifies and informs Public Works Director of potential hazards, liability exposures, problem areas, public inquiries of the general public, and the status of work activities.
- Adheres to personnel, safety, and department policies and procedures.
- Performs other duties as assigned.
- Tends influent pumps, blowers, feed pumps, centrifuges, dry and wet chemical feeders, aerators, telescopic settings, wet well, and other equipment used to decontaminate wastewater; reads and records effluent flow meter.
- Inspects and cleans filters, tanks, clarifier weirs, scum pit, and bar screens.
- Maintain UV treatment units.
- Determines and performs sludge wasting from aerobic digester.
- Performs preventive and corrective maintenance on equipment; assists in repair of equipment.
- Performs routine cleaning of equipment, grounds, and work areas.
- Performs housekeeping and grounds maintenance duties; maintains the sprinkler system.
- Performs routine electrical work.
- Performs routine and preventative maintenance and repairs on all wastewater treatment equipment.
- Performs routine welding, cutting and fabrication as needed.
- Ensures proper operation and routine maintenance of sewage pumping stations.
- Operates backhoe to load trucks with solid waste; operates dump truck to haul sludge to disposal areas.
- Will be on call after hours to respond to emergencies.
- Perform labor intensive work and other related duties as assigned.

### **JOB REQUIREMENTS:**

#### **EDUCATION, TRAINING, AND EXPERIENCE:**

High school diploma or equivalent required.

Must have a class "C" water/wastewater certification issued by the Texas Commission on Environmental Quality or be able to obtain a class "C" water/wastewater certification within 3 years.

Minimum 1 years' experience with water and wastewater utility maintenance.

Must possess a valid driver's license issued by the State of Texas for the type of vehicle or equipment operated.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

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.

Must have strong math skills, computer knowledge, general knowledge of the operations of pumps, motors, chemical feed equipment, lab skills and knowledge of minor electrical repairs and trouble shooting.

Fills out and completes paperwork, forms and work orders for assigned jobs.

Assists in the setup, operation, and maintenance of a variety of safety-related equipment according to the City and State safety procedures.

Must pass a background, drug, physical exam.

**GENERAL INFORMATION:**

The Utility Maintenance Worker – I is a full-time nonexempt position, open until filled.

Hours: Monday through Friday from 8:00am – 5:00pm. Mandatory overtime and on-call as needed.

Annual Salary Range: \$29,120.00 – \$37,440.00 DOQ. Position includes health, vision, dental and life insurance as well as short- and long-term disability benefits. The City is a participant in the TMRS retirement program.

All candidates MUST SUBMIT A CITY APPLICATION and resume to be considered to City of Van Alstyne, 152 N. Main Dr., P.O. Box 247, Van Alstyne, Texas 75495-0247.