

POSITION DESCRIPTION

Class Title: Water/Sewer Department Laborer
Department: Public Works
Date: November 1993

Union: AFSCME #1415
Location: Warehouse

Revision History: May 2016

Approval: _____

GENERAL PURPOSE

Under the direct supervision of the Water/Sewer Distribution Crew Leader. Installs water and sewer mains. Maintains and repairs water and sewer mains and fire hydrants. Installs, maintains and repairs water meters.

SUPERVISION RECEIVED

Works under the direct supervision of the Water and Sewer Crew Leader.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Locates and maintains service lines, water mains and leads, valves and pumps, and sewer lines for maintenance. Installs, maintains and repairs water meters.

Operates a jackhammer with compressor to break concrete and blacktop; digs ditches for water and sewer lines. Monitors trench construction safety.

Installs, turns on or shuts off water service connections.

Lays water and sewer lines.

Checks and locates blockages in sewer lines. Uses sewer rodder and Vactor to remove blockages and flushes sewers.

Installs, maintains, and repairs fire hydrants, manholes, valves and pumps, and lift stations. Shovels snow around the fire hydrants in the winter.

May use tapping machine to tap water mains.

Ensures that necessary materials and equipment are laid out for a job. Transports materials to and from work site in pickup trucks.

May read water meters and maintains associated records. Assists with preparing of departmental reports and record keeping. Processes department work requisitions.

May supervise workers from other crews assigned to a water or sewer job.

Regularly uses materials and equipment, such as valves, copper tubing, compressor, sewer rod, sewer vactor, jackhammer, pickup truck, and tapping machine.

Installs barricades, sawhorse signs, bolo balls, and flashers around street maintenance sites.

Performs duties within work rules and safety policies of the City.

May perform related duties as required.

PERIPHERAL DUTIES

May assist with custodial work and maintenance in Public Works buildings and may perform maintenance duties at the cemetery, waste water treatment facility, water tower, and City Hall.

May operate heavy equipment, such as snow plows, back-hoe, etc.

May provide general labor assistance in the waste water, electric and tv departments.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from high school education or GED equivalent, with one to two years experience in water and sewer related work; and

(B) Any equivalent combination of education and experience.

Necessary knowledge, skills and abilities:

(A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;

(B) Skill in operation of some of the listed tools and equipment.

(C) Ability to perform heavy manual tasks for extended periods of time; ability to work safely; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, other departments and the public, ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid State Driver's License and CDL certification.

State required certificates for water/waste water distribution.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, snow plow, tamper, plate compactor, saws, pumps, aerial propane kettle, compressors, sanders, generators, tractor and hand mowers, sickle machine, common hand and power tools, jackhammer with compressor, topping machine, sewer rodder, sewer vactor, shovels, wrenches, detection devices, mobile radio, phone, personal computer including work processing and other software, ditch witch.

PHYSICAL DEMANDS

The physical demands 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.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance, stoop, kneel, crouch, or crawl, and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specified vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to work in confined space.

WORK ENVIRONMENT

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

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in trenches or high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic gas or chemicals, and risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check, job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.