

City of Fulton
POSITION DESCRIPTION

JOB TITLE: Utility Worker
DEPARTMENT: Water
DATE: 1-2019
IMMEDIATE SUPERVISOR: Crew Leader/Heavy Equipment Operator

SUMMARY: Position assists with on-going water line operations. Installs, maintains and repairs water & sewer pipelines, taps, valves, meter services, fire hydrants, and manholes, evacuate and shore trenches, backfill, cut, patch, repair and resurface streets.

ESSENTIAL FUNCTIONS:

- I. Pipefitting Project Activities 40% of Time
 - A. Receives notification of maintenance projects, and determines appropriate tools, equipment and supplies needed to complete the assignment assuring for thoroughness and safety.
 - B. Surveys the job site to secure area and posts signs assuring for safety.
 - C. Operates or assists in excavation procedures following all safety precautions.
 - D. Determines specific area of lines to be repaired/maintained and performs maintenance assuring for compliance with State Dept of Natural Resources and City regulations.
 - E. Deals with the public, contractors and internal staff in a professional and courteous manner.
 - F. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
 - G. Performs procedures in a skilled manner: hand digs around existing utilities to ensure that no lines are damaged, install all lines to the proper depth, ensures that all repairs are correct and complete, including properly installing stainless steel clamps.
 - H. Secures incomplete job sites at the close of the day, assuring for public safety and security of the project.
 - I. Follows all safety procedures including the use of all safety equipment.
 - J. Assists in completing any required follow-up and paperwork steps to complete project.
- II. **Excavation Activities** 40% of Time
 - A. Maintains an awareness of the operation of all related machinery and equipment required to operate the department.
 - B. Operates appropriate related machinery and equipment at a productive level assuring for safety.
 - C. Maintains awareness of the corrective & preventative maintenance procedure & schedule.
 - D. Completes or delegates the maintenance of the machinery or equipment.
- III. Miscellaneous Activities 20% of Time
 - A. In emergency situations, performs in the absence of supervisor as needed, assuring for safety and professionalism.
 - B. Attends outside training programs and ongoing education within the department.
 - C. Maintains an awareness of and adheres to City policies.
 - D. Obtains required State water licensure in a timely and reasonable manner.

- E. Obtains a clear understanding of the well house procedures and the operation of the wells.
- F. Understands the valving process & location of valves necessary to control the water system.

This position performs safety sensitive functions and therefore is subject to Random drug testing.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- Above average accessibility of all work sites required for the position.
- Above average exposure to weather and temperature extremes.
- Above average exposure to chemicals and fumes.
- Average exposure to heights and darkness.
- Above average exposure to work safety hazards.
- Average amount of overtime/extended work hours required.
- Above average exposure to dust and loud noises.
- Above average exposure to cramped spaces.

PHYSICAL EFFORT

- Normal physical mobility: movement from place to place on the job, considering distance and speed.
- Normal physical agility: ability to maneuver body while in place.
- Normal physical strength to handle routine office materials and tools.
- Normal physical strength to handle 50 lb. objects, considering frequency.
- Normal endurance and dexterity of hands and fingers.
- Normal physical balance: ability to maintain balance and physical control.
- Normal coordination, including eye/hand, hand/foot, etc.

KNOWLEDGE REQUIREMENTS

- High School diploma or GED.
- Valid MO driver's license and ability to obtain MO CDL w/in 6 months of hire.
- Excellent customer service skills.
- Basic knowledge of the operation/maintenance of water distribution and wastewater collection systems.

MENTAL EFFORT

- Average concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- Average memory, considering the amount and type of information.
- Average complexity and time pressure of decision making.
- Average analytical and conceptual thinking.

COMMUNICATION

- Average verbal and nonverbal communication.
- Average written communication.

SENSORY ABILITIES

- Normal ability to see, hear, smell and touch.
- Normal ability to distinguish colors.