

Job Title: Utility Worker

Department: Dandridge Water Management Facility

FLSA Status: Non-exempt – Full-time

Starting Pay Scale Salary Range: \$20.00

Summary: Under supervision, performs varied physical labor and semi-skilled tasks in the construction, maintenance and repair of water and wastewater system facilities and equipment and performs other related work as required. Work is primarily of physical nature requiring a moderate degree of manipulative skill and use of independent judgement and initiative. Operates varied mechanical equipment on a regular basis. May be assigned more skilled work.

Essential Duties and Responsibilities include the following and are examples of the work and are not necessarily all-inclusive. Other duties may be assigned

- Complies with all TOSHA personal and equipment safety regulations.
- Is responsible for proper use and some minor routine maintenance of equipment and vehicles.
- May be responsible for shop and field maintenance and repair of meters, replacement of broken, worn or defective parts.
- Subject to after-hour call out for emergency work and rotates on Operation's standby roster.
- Works on utility crews installing and repairing mains, service lines, fire hydrants, meters; and other appurtenances. Performs other duties relating to construction and maintenance of Town property.
- Operates equipment such as dump trucks, tapping machine, loaders, backhoes, hydro-hammers, CCTV equipment, sewer jetter, compressors, pneumatic tools, etc., after proper training.
- Locates and reads meters.
- Observes proper safety precautions; maintains tools, supplies, equipment, and the work site in a safe condition; learns to install shoring in trenches as directed; sets up and places traffic warning devices and barricades.
- Assists in preparing the work site and in ensuring that materials and tools are available as needed, returns tools and equipment to their proper place; helps keep tools and supplies in a clean and orderly manner on the job; cleans the work area after the job is completed.
- Taps water mains and sewer mains: installs cast iron, steel, copper, or plastic service lines; installs industrial, commercial, or residential water meters.
- Installs and performs minor repairs to hydrants, valves, meters, pressure regulators, and related equipment.
- Locates valves, meters, hydrants, and related appurtenances from maps, drawings, and sketches.
- Performs physical labor work as required, including using a shovel and bar; assists in rigging to move and place heavy materials.
- Learns the identification and use of hand and power tools, materials, supplies, and equipment common to pipeline work.
- Complete standardized forms accurately; keep simple records; in a timely manner, completes job documents accurately and completely.
- Utilizes technology offered to ensure proper work is accounted for in work order system or mapping.
- Assist in disinfecting and flushing the distribution system.
- Assist in inspecting, cleaning, and repairing sewer collection lines and pump stations.

Supervisory Responsibilities:

None.

Competencies:

- Communications: Expresses ideas and thoughts verbally. Expresses ideas and thoughts in written form. Exhibits good listening and comprehension. Keeps others adequately informed. Selects and uses

appropriate communication methods.

- **Dependability:** Responds to requests for service and assistance. Follows instructions, responds to management direction. Takes responsibility for own actions. Commits to doing the best job possible. Keeps commitments. Meets attendance and punctuality guidelines.
- **Judgment:** Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision making process. Makes timely decisions.
- **Problem Solving:** Identifies problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Resolves problems in early stages. Works well in group problem solving situations.
- **Initiative:** Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for help when needed.
- **Job Knowledge:** Competent in required job skills and knowledge. Exhibits ability to learn and apply new skills. Keeps abreast of current developments. Requires minimal supervision. Displays understanding of how job relates to others. Uses resources effectively.
- **Quality:** Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Applies feedback to improve performance. Monitors own work to ensure quality.
- **Customer Service:** Displays courtesy and sensitivity. Manages difficult or emotional situations. Meets commitments. Responds promptly to customer needs. Solicits customer feedback to improve service.

Required Education and/or Experience:

High school education or G.E.D.

Knowledge, Skills, and Abilities:

General knowledge of basic construction and maintenance materials, methods and terminology; safe work and driving practices. Skill in using standard and hand power tools, etc. Ability to learn the methods, materials, hand and power tools, and equipment used in performing semi-skilled work in underground water and sewer distribution collection pipeline installation, maintenance, and repair; learn and apply safety procedures related to the work; follow oral and simple written directions; learn to read meters, pipeline drawings, maps and specifications; perform simple arithmetic calculations; work cooperatively as a crew member; establish and maintain effective working relationships.

Certificates, Licenses, Registrations:

Must possess a Tennessee driver's license and have a satisfactory driving record. Appointment to this position must acquire an unrestricted Tennessee Commercial Class A driver's license with tanker endorsement upon request.

Physical Demands:

Must be willing to work outside under varying climatic conditions. Must possess physical characteristics to perform critical job duties, including the ability to lift and carry tools and equipment weighing up to 90 lbs. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. 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.