



## JOB DESCRIPTION

**Title: Utility Worker I**

Reports To: Local Manager, Superintendent, Supervisor, or their designee

FLSA Status: Nonexempt

**Job Summary:**

This is manual work involving the maintenance and repair of water and wastewater facilities and equipment, streets, parks and other public works functions. The work is generally performed under direct supervision.

**Essential Functions:**

*This list of duties and responsibilities is not comprehensive and may be redefined depending on business and operational needs:*

- Assists or performs a variety of cleaning, maintenance and repair work on water/wastewater equipment, systems, vehicles and tools as needed.
- Cleans and maintains (painting, yard repairs, mowing, trimming, etc.) assigned facilities, including office, shop, grounds, streets, parks or other public works facilities and equipment.
- Investigates and reports on water distribution and wastewater collections concerns and issues.
- Performs locating of water and wastewater facilities.
- Performs service turn-ons and turn-offs as directed.
- Assists in collecting and testing of water and wastewater samples to comply with local, state and federal regulations; assists in reading meters or replacing meters as directed.
- Monitors inventory of parts and supplies as directed; maintains records and logs as needed; runs errands as needed.
- Communicates with customers concerning the work to be completed.
- Follows safety rules set by the Company and state and federal regulations, including participating in safety meetings, inspecting equipment, and assisting with and advising co-workers of possible safety hazards.
- Operates and drives assigned vehicles as needed to provide effective and safe services to clients and customers.
- Reads water meters, records results, and verifies registers to bill customers accurately and in a timely manner by driving and/or walking assigned routes.
- Locates and uncovers meters as necessary.
- Performs related duties as needed or assigned.
- Inspects meters and connections for any defects, irregularities, malfunctions, tampering and/or unauthorized connections. Reports meter defects, hazards or related findings to proper authority by generating required work orders.
- Resolves and/or refers public inquiries and complaints as necessary.
- Maintains meter inventory and determines disposition of meters.

**Minimum Qualifications—Knowledge, Skills and Abilities:**

Graduation from high school or GED and one year of experience in construction; or any equivalent combination of education and experience that would provide the following knowledge, skills and abilities:

- Ability to read and write.
- Knowledge of safety standards and precautions related to water and wastewater operations.
- Ability to use and maintain tools, equipment and computers associated with water and wastewater operations.
- Ability to establish and maintain effective working relations with co-workers, clients, vendors and the general public.
- Ability to be on-call evenings and weekends and to work long hours.
- Possess a valid state driver's license.
- A person working in this job will need, on a daily basis, to:
  - Perform heavy labor, including walking long distances, standing, bending, stooping, reaching and digging
  - Have the ability to work in confined spaces and wear appropriate safety equipment
  - Grasp, lift, maneuver, rotate and otherwise use small to large hand tools
  - Grasp, lift, carry and set down objects weighing up to 50 lbs.
  - Grasp, turn, twist, pull, push, lift and otherwise move equipment, controls and parts weighing up to 100 lbs.
  - Visually assess construction, maintenance and repair needs
  - Climb and work from ladders and stairs
  - Perform outside work in extreme weather conditions
  - Be exposed to noise, dust, grease, smoke, fumes and/or potentially hazardous chemicals
  - Read and comprehend written instructions, job orders, etc.; complete forms and write notices

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_