



Water Maintenance Crew Member

Department: Public Works

Supervisor: Public Works Director

FLSA Status: Non-Exempt

PW-W

\$29,120.00 - \$41,600.00 Annually

\$2,426.67 - \$3,466.67 Monthly

\$14.00 - \$20.00 Hourly

JOB SUMMARY

This position performs technical duties in the maintenance of the wastewater collection and water distribution systems.

MAJOR DUTIES

- Reads and records water usage data from utility meters; locates malfunctioning meters; troubleshoots and makes repairs; installs water meters for new accounts; turns off and locks meters for nonpayment.
- Tests, troubleshoots and repairs backflow prevention devices.
- Locates and repairs leaks in the water distribution and wastewater collection system.
- Installs new water and sewer mains and services.
- Repairs and maintains lift stations.
- Operates a remote-control camera to identify line blockages and breaks.
- Operates specialized equipment to clean blocked sewer lines.
- Repairs and replaces fire hydrants; flushes hydrants and performs pressure tests.
- Locates and excavates underground utilities; makes street, sidewalk and lawn repairs.
- Makes sewer and water main line repairs.
- Repairs manholes.
- Operates a variety of heavy equipment, including dump trucks, backhoes, forklifts, etc.
- Operates a variety of hand and power tools, including specialty tools.
- Installs work safety zones and directs traffic at work sites.

- Performs other related duties as assigned.

SUPERVISORY CONTROLS

The supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include OSHA regulations, state and federal environmental regulations and department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY / SCOPE OF WORK

- The work consists of related technical duties. Inclement weather and field conditions contribute to the complexity of the position.
- The purpose of this position is to repair and maintain the water distribution and wastewater collection systems. Successful performance contributes to the efficiency and effectiveness of utility services.

CONTACTS

- Contacts are typically with coworkers, customers, plumbers, vendors, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

PHYSICAL DEMANDS / WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in a stockroom, warehouse, and outdoors, occasionally in extreme weather conditions. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.

- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver’s license issued by the State of Texas for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain Texas Commission on Environmental Quality Class D Water / Wastewater License within 6 months
- Possession of or ability to readily obtain Texas Commission on Environmental Quality Class C Water / Wastewater License within 2 years

ACKNOWLEDGMENT

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As evidence by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Kenedy. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what to expect of me, I will notify management immediately to interpret these duties and expectations.

Employee Signature

Date

Employee Printed Name