

# CITY OF PLATTSMOUTH

## JOB DESCRIPTION

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**POSITION TITLE:** Utility Service Worker

**REPORTS TO:** Director of Public Works

**SUPERVISES:** N/A

**PURPOSE OF POSITION:** Under general supervision, perform both routine and skilled heavy, physical work in the construction, maintenance, repair and installation of water distribution and wastewater collection systems and related structures and appurtenances. Perform 24 hour stand-by duties as required for operations and maintenance and safety of facilities.

**EXEMPT (Y/N):** NO

### **ESSENTIAL FUNCTIONS:**

#### Legend:

Very heavy: Over 100 lbs.  
Heavy: 50 to 100 lbs.  
Medium: 25 to 50 lbs.  
Light: 10 to 25 lbs.  
Sedentary: 0 to 10 lbs.

Uses hand and power tools to assist in the installation of water and sewer mains, fire hydrants, manholes, and valves. Strength exerted can be very heavy for extended time durations.

Uses hand and power tools to assist in the installation and removal of large pumps and motors. Strength exerted can be heavy for extended time durations.

Uses high velocity sewer cleaning equipment to assist in the maintenance of sewer mains. Strength exerted can be heavy for extended time durations.

Operates heavy construction equipment, such as backhoes, dump trucks, and loaders. Strength exerted can be medium for extended time durations.

Operates heavy construction tools, including, but not limited to, jackhammers, hydraulic pipe cutters, saws, and others. Strength exerted can be very heavy for extended time durations.

Uses shooter shovels, round point shovels, and square shovels, to dig holes for extended time duration.

Uses brooms, mops, hand and light power tools to perform routine building maintenance, sweep and mop floors, make minor repairs.

Uses harnesses, ladders, manlifts, blowers powered by gas generator, portable lights, battery-operated gas monitors, and other tools to enter confined spaces and perform work in sewer manholes and sewer lift stations. Strength exerted can be heavy for extended duration.

Uses ladders, hand tools, shovels, battery-operated power saws and pipe cutters, to enter trenches up to 20 feet deep to perform water and sewer main and service line repairs and replacement. Strength exerted can be very heavy for extended time duration.

Operates light and heavy trucks to drive to/from areas of operations, city facilities, on and/or off streets.

Stocks, cleans, arranges tools in work trucks.

Assists in the maintenance and/or repair of water and sewer mains after hours, on weekends, and holidays.

Operates a motor vehicle and/or walks streets, sidewalks, into and out of yards, including back yards, to operate battery-operated meter readers.

Lifts and carries traffic barricades weighing up to thirty pounds and stacks of traffic cones to place them for traffic control.

Reads memoranda, reports, statistics, training and/or operational manuals, to perform daily tasks and to attend training.

**MARGINAL FUNCTIONS:**

Performs other duties as directed or as the situation dictates.

**ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:**

Knowledge of and ability to apply emergency and/or evacuation procedures and applicable federal and state standards concerning occupational hazards, employee safety and other safety precautions.

Knowledge of the materials, procedures, methods and practices utilized in various public works activities, i.e. construction, street maintenance, sewer operation, traffic flow, water distribution systems, plumbing and electrical repair and installations.

Knowledge of and ability to operate vehicles, machinery, equipment and tools pertaining to duties performed.

Knowledge of and ability to perform input and retrieval functions utilizing a variety of computer programs pertaining to the duties performed.

Knowledge of and ability to perform accurate mathematical calculations such as addition, subtraction, multiplication and division, using a calculator, ten-key adding machine or manually.

Knowledge of the geography of the city, the water district and the sewer district.

Knowledge of city responsibilities and ability to use independent judgment in the performance of duties.

Ability to apply mathematical computations as applied to standard construction formulas.

Ability to accurately read and interpret technical sketches, blueprints, construction plans, construction as-builts, and instructional manuals.

Ability to accurately prepare and maintain various records, reports and other departmental documents.

Ability to deal with the general public in a courteous and tactful manner.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to operate standard office equipment.

Ability to understand and follow both oral and written instructions.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

Ability to write the English language to complete work tickets, memoranda, complete training documents, certification tests, confined space entry permits, and other correspondence.

Ability to use hand and power tools to assist in the installation of water and sewer mains, fire hydrants, manholes, and valves.

Ability to use hand and power tools to assist in the installation and removal of large pumps and motors.

Ability to use high velocity sewer cleaning equipment to assist in the maintenance of sewer mains.

Ability to operate heavy construction equipment, such as backhoes, dump trucks, and loaders.

Ability to operate heavy construction tools, including, but not limited to, jackhammers, hydraulic pipe cutters, saws, and others.

Ability to use shooter shovels, round point shovels, and square shovels, to dig holes for extended time duration.

Ability to use brooms, mops, hand and light power tools to perform routine building maintenance, sweep and mop floors, make minor repairs.

Ability to use harnesses, ladders, manlifts, blowers powered by gas generator, portable lights, battery-operated gas monitors, and other tools to enter confined spaces and perform work in sewer manholes and sewer lift stations.

Ability to use ladders, hand tools, shovels, battery-operated power saws and pipe cutters, to enter trenches up to 20 feet deep to perform water and sewer main and service line repairs and replacement.

Ability to operate light and heavy trucks to drive to/from areas of operations, city facilities, on and/or off streets.

Ability to stock, clean, arrange tools in work trucks.

Ability to assist in the maintenance and/or repair of water and sewer mains after hours, on weekends, and holidays.

Ability to operate a motor vehicle and/or walks streets, sidewalks, into and out of yards, including back yards, to operate battery-operated meter readers.

Ability to lift and carry traffic barricades weighing up to thirty pounds and stacks of traffic cones to place them for traffic control.

Ability to read memoranda, reports, statistics, training and/or operational manuals, to perform daily tasks and to attend training.

### **ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:**

1. Must possess a valid motor vehicle drivers license.
2. Graduation from high school or have obtained a General Equivalency Diploma (GED).
3. Must obtain a Nebraska Grade 4 Water Operators Certification within one (1) year of employment and must maintain certification while employed.
4. Must maintain certifications currently required or as may be required in the future by regulatory authorities or by the employer.

## **ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:**

Work is generally performed outdoors and requires a considerable amount of strenuous physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing.

All of the following physical demands may be necessary with or without assistance:

Frequently walking in manholes, fields, on asphalt, in mud, grass, creeks, and on the streets.

Sits to drive equipment, during meetings, and when doing paper work.

Lifts any or all of the following: fire hydrants weighing 100 pounds or more; barricades up to 30 pounds; meters up to 5 pounds; manhole covers up to 50 pounds; cutting saw 20 pounds; water pumps 30 pounds; water and sewer pvc pipe of various lengths, 10 to 100 pounds; jackhammer 80 pounds.

Carries valves weighing at least 75 pounds.

Pushes/pulls fire hydrants weighing approximately 100 pounds up to 10 feet.

Reaches up on shelves to get tools and reaches behind back to retrieve tools while in sewer.

Handles ratchets, nuts and bolts, meter tools, all require fine dexterity and fine motor skills.

Crouches, crawls, bends, to repair water breaks, when changing meters, when repairing and/or installing pipe below ground and/or in trenches.

Climbs, with safety harness, water tanks 25 feet or more and climbs out of sewer and water break trenches.

Balances to walk on water pipes and climbing ladders.

Twists to retrieve tools from trucks, repair water and sewer breaks, repairing meters, repairing and/or installing pipe below ground and/or in trenches.

Kneels to repair water or sewer leaks, meter leaks, change outs, repair breaks, when changing meters, when repairing and/or installing pipe below ground and/or in trenches.

Vision is sufficient to read, to identify tools and equipment, to avoid hazards in the work area; to safely operate motor vehicles, heavy equipment and hardware, hand tools and hardware, detailed and/or fine installation of small parts.

Drives or operates equipment, uses shovels or other foot controlled equipment.

Runs to or away from emergencies.

Stamina is sufficient to fulfill daily duties.

The incumbent must have the ability to transport him/herself to and from various locations throughout the city and within City Hall. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, moderate to loud noise and inclement weather conditions.

An incumbent must have the ability to lift up to 60 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in precarious places and is occasionally exposed to fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed. Any or all work may be performed in or around various potentially dangerous environmental factors, including chlorine, raw sewage, natural gases, equipment fumes, around heavy equipment, trench cave ins, and water line blow outs.

Work requires extensive interaction with the general public and may be stressful when dealing with irate citizens.

Regular and reliable attendance is required.

Pre employment drug screening is required.

The City of Plattsburgh is an at will employer. This job description is a general summary; it is not an all inclusive list of job duties. Employees will be called upon to complete other duties as assigned. The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

### **COMPENSATION:**

Compensation and benefits are established annually by the Plattsburgh City Council.

