



City of Irving Job Description

Utility Maintenance Worker I / II

FLSA Status:	Non-Exempt	Job Department:	Water Utilities
Job Code:	39672 (II) / 39752 (I)	Reports To (Job Title):	Utility Maintenance Supervisor

PURPOSE

To work with various equipment and tools to maintain and repair city utility systems as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Repair, maintain, and install various water and wastewater infrastructure and appurtenances including meters, water taps, water/sewer line, hydrants, clamps, and valves.
- Use specialized equipment and machines to perform repairs and construction including chop saws, valve wrenches, generators, pumps, tap machines, chlorimeters and others.
- Set up safety and traffic control systems for repair work; establish trench safety through installation of shoring or terraced excavation and use safety tripods for confined space entry.
- Maintain stocked crew truck to include tools, parts, and materials.
- Ensure that all established safety precautions and practices are observed during the performance of work; wear hardhat, gloves, safety glasses, ear plugs as appropriate, safety vest and steel toed boots on every job site (PPE).
- Operate equipment in confined areas, on steep slopes, and in wet areas and even immersed in water or wastewater.
- Clean, service, and maintain assigned tools, machinery, equipment, and vehicles; conduct walk-around check of assigned vehicles and heavy equipment at the beginning of each work day.
- Prepare daily worksheet of job assignments and materials used.
- Assist with the operation of rod truck, flush truck, backhoe, camera truck, repair crew truck, vac truck and others.
- Participate in stand-by rotation.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to service calls concerning emergencies or problems on a stand by basis.
- Scan for and reports pooling water, irrigation problems, broken fixtures and similar issues found throughout the city.

SUPERVISORY RESPONSIBILITIES

Supervisory responsibility is not a regular part of the position.

FINANCIAL / BUDGETARY RESPONSIBILITY

None

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- High School Diploma or GED required to meet basic requirements established by the Texas Commission on Environmental Quality.

EXPERIENCE

- *For Utility Maintenance Worker I:* No experience necessary.
- *For Utility Maintenance Worker II:* Minimum of one (1) year of experience working with assigned equipment and materials.

CERTIFICATES, LICENSES, REGISTRATIONS

- *For Utility Maintenance Worker I:* Ability to obtain the Class A Commercial Driver's License (CDL) within a specified time frame, passing the written exam within the first thirty (30) days; *as well as*, ability to obtain *all* Texas Commission on Environmental Quality (TCEQ) licensing within a specified time frame.
- *For Utility Maintenance Worker II:* Class A Commercial Driver's License (CDL). Class D water distribution license and level I wastewater license from the Texas Commission on Environmental Quality (TCEQ).

KNOWLEDGE OF

- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Safety: Basic traffic safety laws, confined space entry parameters, and excavation/shoring for trench safety.
- TCEQ water and wastewater regulations.
- The proper use of common hand tools in the water utilities industry.

SKILLS AND ABILITIES IN

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Service Orientation: Actively looking for ways to help people.
- Problem Sensitivity: Tell when something is wrong or is likely to go wrong.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Direction and Instructional Comprehension: Interpreting a variety of instructions furnished in written, oral, diagram, or schedule form.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.

GUIDANCE RECEIVED

On-going Instructions and Range of Procedures

Follows a range of established procedures, work methods and direct instructions. Must determine which procedure or method applies to each task or assignment and has some flexibility about the sequence of work. Issues outside of specific instructions and procedures are referred to supervisor or more senior position.

CONTACTS

For purposes of providing general information, maintenance personnel may have contact with the general public and a variety of city employees both within the water utilities department and from other departments.

EQUIPMENT AND PROPERTY

Employee must use a wide variety of manual and power tools and equipment which includes line tracer, metal detector, tapping machine, generator, compressor and others. In addition, office equipment such as computers, copiers and printers are used.

PHYSICAL DEMANDS

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.*

The employee constantly is required to balance, climb, crawl, lift up to 25 pounds, listen, see, stand, stoop, talk, and/or walk. Frequently, s/he is required to carry, drive a vehicle, grasp, handle, feel, lift up to 50 pounds, push, pull, and/or reach. Occasionally, s/he is required to kneel, and lift more than 100 pounds, sit, and/or smell.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee regularly is exposed to extreme vibration, blood-borne pathogens, confining workspace, dirty environment, electrical hazards, extreme temperatures or weather conditions, air contamination, improper illumination, moving mechanical parts, noise, hazardous traffic conditions, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.