

CITY OF HELENA



Position Title: Utility Maintenance Worker II

Department: PW-Util. Maint.

Position #: 13232

Grade: 137

EEO Category: (08) Svc Maintenance

FLSA: Non-Exempt

EEO Function: (12) Utilities/Transp

Work Comp Code: 9410

DEFINITION

Under direct supervision to perform a variety of semi-skilled work and technical and non-technical tasks involved in the installation, replacement, repair and general maintenance of the water transmission and distribution mains and appurtenances of the City's water system and or the installation, maintenance, and repair of sewage and storm water collection systems depending on the area of assigned work daily.

SUPERVISION RECEIVED

Supervised by the Water Distribution Supervisor, Wastewater/Storm Maintenance Supervisor or Meter Program Supervisor as appropriate based on nature of assigned work.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Positions assigned to this class demonstrate two years or more experience in water distribution, wastewater and/or storm maintenance procedures and operations field. Employees in this position hold city approved wastewater collection certificate, have been certified as and water distribution operator and have received training and are experienced in backflow prevention and cross-connection as applies to protection of city water storm and wastewater systems. Employees must hold all applicable certificates and licenses to be eligible for advancement to higher levels in this class series. Work is typically supervised functionally with a distinguishing characteristic of this position is the increased level of skill and knowledge demonstrated in performance of the range of duties assigned. In addition to the duties performed at the entry-level class, the Utility Maintenance Worker II performs the following duties in the area of work assigned.

Utility Service Connection Maintenance:

Reads, installs and tests meters, backflow devices and other related appurtenances; inspects, operates and performs maintenance on curb-boxes, corporations, and curb-stops. Investigates, advises and resolves a variety of customer service related issues as they arise.

Water Distribution:

Operate and maintain a variety of hand tools, power tools, air compactor tools, and hydraulic tools in the performance of water main installation or replacement, and routine and emergency maintenance and repair of water distribution and transmission mains.

Operate and maintain a front-end loader, dump truck, backhoe, trenching machines, compressors, and main locating equipment during routine maintenance work and emergency repairs as required.

Assist in inspection, maintenance, repair and replacement of broken water mains, pipes, services lines, service connections; Assist in repair or replacement various valves or fittings used in the system and ensure their proper operation; Assist in repair and maintenance of pressure regulators, altitude valves and air-relief valves; Assist in repair, replacement and maintenance of fire hydrants; Assist or conduct water pressure tests, leak detection tests, and fire flow tests and other testing within the water system.

Important & Essential Duties cont.:

Assist or install new or replacement service connections on water main of various materials and sizes, including making taps of 3/4" through 16", using various types of tapping machines.

Assist or perform various maintenance activities such as raising and lowering valve boxes and curb boxes or vault rings and covers as the street grades change; seal loose valve boxes and manhole covers; all general maintenance activities; load and unload supplies; lift and move equipment and various water distribution system parts, couplings, valves, hydrants, pipe and fittings or connections.

Change or install all types of water meters, including the installation of remote out-readers; assist in measuring the accuracy of water meters using various meter testing equipment.

Learn and operate various types of locating, leak detection and tracking equipment; locate curb and valve boxes; track service lines and water mains, detect leaks on service lines and water mains. Perform locates as needed.

Learn, implement and observe safety precautions related to all work performed including traffic control, confined space, trenching, excavating, and power equipment operation; assume personnel responsibility for using proper barricading and safety devices in all aspects of water maintenance and equipment operation.

Assists and advises in maintaining inventory of water maintenance materials, equipment, and small tools and materials used during repair and maintenance activities; documenting and upkeep of accurate and up-to-date records of all maintenance work performed.

Assist water treatment plant personnel in plant repair or plant preventive maintenance on a scheduled and emergency basis as requested to perform maintenance work, check pump stations for proper operation; troubleshoot and remedy malfunctions and stoppages.

Perform on call duties such as answer water calls of any nature, anytime of the day or night, and in all types of weather, answer requests for various services from public and private sectors when as assigned, typically one week out of each month.

Respond as required during working hours to public inquiries, provide information within the area of assignment; resolve complaints in a courteous, efficient and timely manner.

Care for and maintain assigned tools and equipment, including vehicles and other equipment used in the performance of daily and emergency maintenance work.

Wastewater and Storm Collection:

Use hand tools, air compactor tools, hydraulic tools, front-end loader, bobcat, dump truck, backhoe, trenching machines, compressors, and hydraulic flushing equipment.

Assist in repair or replacement of broken, defective, or damaged sewer mains, pipes, service lines, tap connections, and manhole rings and covers to both sanitary and storm sewers; raise or lower rings and covers as the street grades change.

Assist in the inspection and repair of sewer lines and lift stations; seal loose manhole covers; help investigate sewer gas odors; assist to track, dye test or smoke test sewer service connections, investigate roof drains or other cross connections of storm water to sanitary sewer system, and assist in vapor-rooter and TV inspection operations.

Assist in maintenance of storm drains and catch basins whenever they are plugged; remove blockages from sewer and storm drain lines; perform cleaning of storm drains and catch basins during and after storm run off.

Train to answer sewer or storm water calls of any nature, anytime of the day or night, and in all types of weather while in on-call status.

Important & Essential Duties cont.:

Assist in regular schedule of sewer line and storm drain maintenance, inspection and monitoring of major sewer out fall lines and storm-drain collection pipes and basins and associated collection system piping by use of sewer jet, root foamer, root cutter, sewer ball, television van, and bucket machine; perform more frequent cleaning as needed to prevent unnecessary back-ups into private and public establishments.

Perform routine preventive maintenance on equipment including greasing, oiling, cleaning, and other tasks. Assist in all general system maintenance activities; load and unload supplies; lift and move heavy equipment.

Respond to public inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner; answer requests for various services from public and private sectors.

Learn and observe safety precautions related to all work performed including traffic control, confined space, trenching, excavating, and power equipment operation; assume responsibility for using proper barricading and safety devices in all aspects of sewer maintenance.

Maintain inventory of sewer maintenance materials, equipment, and small tools.

Learn to enter and retrieve data in the computer; enter completed work in the department computer; file completed work orders; maintain an accurate daily log of sewer maintenance operations for legal purposes. Assist in the preparation of operations and maintenance work plans dealing with sewer and storm system maintenance.

Assist City personnel in the review and approval of sanitary and storm water collection system plans; TV inspections of new sewer and storm water system installations and equipment by private contractors to ensure proper access to the systems is provided for system maintenance.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities in area of assigned responsibility as assigned or required to meet Division goals and objectives and adopted departmental and city policies.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic methods, techniques, and tools used in sewer installation, repair and maintenance work.

Uses, purposes, and operating characteristics of tools, equipment, and moderately heavy motorized equipment.

Basic principles of record keeping.

Basic mathematical principles.

Safe work practices.

Knowledge of cont.:

Laws, rules, regulations, and City policies and procedures related to area of assignment.

Operating characteristics of water transmission and distribution systems, specialized water transmission and distribution system maintenance equipment, and materials, methods, practices, and equipment used in water transmission and distribution system maintenance and repair.

Occupational hazards and standard safety precautions, including proper job site signing and barricading procedures, necessary in water transmission and distribution operations.

Skill to:

Operate a wide variety of equipment and tools used in sewer installation, repair, and maintenance work in a safe and effective manner.

Perform manual labor for extended periods of time in all types of weather.

Operate a motor vehicle safely.

Read and work from maps, blueprints, and sketches; draw maps and record measurements.

Perform math calculations used in the water distribution field.

Ability to:

Assist or perform the full range of water transmission and distribution maintenance and repair duties utilizing procedures and materials to complete work in a safe and workman like manner.

Learn operational characteristics, policies and practices of specialized sewer and storm installation, repair, and maintenance work including materials, methods, and practices used in the operation of sewer and storm systems.

Learn occupational hazards and standard safety precautions necessary in sewer installation, repair and maintenance operations.

Learn pertinent Federal, State, and local laws, codes, and regulations.

Learn proper operations and maintenance of lift stations, including use of safety equipment and procedures during routine and emergency maintenance activities.

Prepare and maintain accurate and complete records.

Understand and follow oral and written instructions and to communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 lbs. (unassisted), withstand vibration, distinguish color and work in confining work space.

Work Environment

Ability to wear and utilize protective apparel or equipment designed to protect from exposure to cold, heat, noise, other outdoor hazards, chemicals, mechanical or electrical hazards, and traffic hazards.

Ability to determine response and travel to different sites and locations; be available for shift work, on-call, stand-by, and emergency call.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three (3) years of experience in performing general maintenance and repair work that involves the use of hand and power tools and the operation of light trucks or equipment with two years combined experience in sewer, storm or water distribution related field at a level equivalent to the Utility Maintenance worker entry class.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized course work and certification in water distribution, wastewater and storm collection system maintenance.

License or Certificate:

Possesses and maintains a valid Type 2 Class B commercial driver's license, with a tanker endorsement.

Possesses and maintains 1) a wastewater collection course certificate offered through the Sacramento State University or equivalent course approved through the City of Helena or State of Montana, 2) Possesses a Valid Class I Certified Water Distribution Operator license issued by the State of Montana or similar license, which has reciprocity from another state and 3) holds current certification in a city or state approved backflow prevention and testing program.

Special Requirements:

Subject to pre-employment as well as random, reasonable suspicion, post accident and follow-up drug and alcohol testing as per the City of Helena substance abuse policy. Must maintain and acceptable driving record.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____