

CITY OF HELENA



Position Title: Utility Maintenance Worker IV

Department: PW-Util. Maint.

Position #: 13234

Grade: 141

EEO Category: (08) Service Maint

FLSA: Non-exempt

EEO Function: (13) Sanitation/Sewage

Work Comp Code: 9410

DEFINITION

Under general direction exercises independent judgment to advise, plan and perform a variety of skilled & semi-skilled work and technical tasks involved in the installation, repair, maintenance and testing of the City's water transmission and distribution mains and wastewater (sewage) and storm water collection systems and appurtenances.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level maintenance staff as required.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Serves as senior experienced water distribution, wastewater or storm water maintenance staff that have completed at least two consecutive years at the Utility Maintenance Worker III level at above average performance level, and met the requirements outlined in the City of Helena's advancement policy for this position series. The employee in this position demonstrates a comprehensive knowledge of the water, wastewater and storm water collection systems, capably operate all equipment used in the utility maintenance field and exercises independent judgment based on knowledge and experience to address problems encountered in the field. In addition to the range of duties of the lower level positions in this class series the Utility Maintenance Worker IV performs the following:

Equipment Operation

Operate the full range of light and heavy-duty construction equipment including backhoes, front-end loaders, and single and dual axle trucks (Vac-All, Sewer jet, dump-truck and TV-Van). Trains others on proper methods of operation.

Performs difficult or complex excavations and backfilling necessary to install, maintain or repair water distribution mains and other piping, sewer and storm mains and related facilities; performs difficult or complex video pipeline inspection and maintenance operations.

Monitors equipment maintenance schedules, performs minor repairs and maintenance on equipment; check tires, oil, lubricant, and water levels, lights, and fuel; wash, lubricate, and adjust equipment; change tires; performs or assists in preventive and emergency maintenance on mechanical equipment under established policies and procedures.

Lead, plan, and review the work of staff at maintenance and construction sites; supervise the use and operation of a variety of equipment; assume responsibility for proper work site safety including work zone signing and trenching and shoring requirements.

Participate in estimating time, materials, and equipment required for assigned jobs; requisition materials as required; order parts as necessary and ensure parts ordered are received in a timely fashion.

Important & Essential Duties cont.:

Water Distribution and Utility Service Connection Operation and Maintenance

Applies comprehensive knowledge of, trains others on the water transmission and distribution system. Demonstrates broad scope of knowledge regarding the distribution system and degree of independent judgment given and exercised in the field to address water distribution and utility maintenance related problems. The position exercises a high level of skill and proficiency in the performance of the full range of duties with minimal supervision.

Assesses, plans, and completes distribution system repairs and maintenance according to established priorities of the Division or as required by emergency conditions or situations.

Evaluates and recommends to supervisor system maintenance needs based on field observations and system knowledge and maintenance tasks performed.

Evaluates actions, and advises other operators, recommends to water foreman, and conducts or helps direct resolution of identified routine and emergency maintenance needs on a variety of transmission and distribution system issues.

Wastewater and Storm

Applies comprehensive knowledge of the wastewater and storm water collection systems, distinguished by the broad scope of knowledge regarding the systems operated and retains a degree of independent judgment given and exercised in the field to address water distribution and utility maintenance related problems. The position exercises a high level of skill and proficiency in the performance of the full range of duties with minimal supervision.

Assesses, plans, and completes assigned system repairs and maintenance according to established priorities of the Division or as required by emergency conditions or situations.

Evaluates and recommends to supervisor system maintenance needs based on field observations and system knowledge and maintenance tasks performed.

Evaluates actions, and advises other operators, recommends to sewer and storm water maintenance foreman, and conducts or helps direct resolution of identified routine and emergency maintenance needs on a variety of transmission and distribution system issues.

Collects system information using the GPS.

OTHER JOB RELATED DUTIES

Train assigned employees in the areas of work methods, techniques, and the use and operation of equipment.

Verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures.

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

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:

Complete knowledge or operations, services, and activities of a sewer and/or storm water installation, repair, and maintenance program.

Operational characteristics of wide variety of equipment and tools used in the area of work assigned and the associated occupational hazards and standard safety practices necessary in the area of work assigned.

Materials, methods and practices used in sewer and storm water collection including aspects of installation, operation, maintenance and repair work.

City operations, procedures, geography, the layout of sewer and storm lines, and the municipal street system and regulations regarding sewer and storm operations and maintenance.

Comprehensive knowledge of the City's water distribution and transmission systems and its operation and maintenance including all equipment and tools used the area of work assigned.

Complete knowledge of pump stations, chlorine stations, reservoirs and related facilities.

Complete knowledge of occupational hazards and established safety practices necessary in the area of work assigned to maintain safe work conditions for self and crew members.

Comprehensive knowledge of polices and operating routines and methods, materials, and practices used in the operation of water installation, repair and maintenance work.

Skill to:

Train others, use, operate and maintain the full range of vehicles, equipment and tools used in the repair and maintenance of the water transmission and distribution mains and appurtenances of the City's water systems including a backhoe.

Operate all water equipment safely with skill and proficiency.

Use, operate, and maintain, with skill and proficiency, a wide variety of equipment and tools used in sewer and storm water maintenance and inspection programs.

Train subordinates in the proper operation and maintenance of equipment and tools.

Ability to:

Independently perform the most difficult installation, maintenance, and repair work in the area of work assigned.

Interpret and apply polices, procedures, laws, and regulations pertaining to assigned programs and functions.

Trouble-shoot for faulty system equipment and facilities.

Provide lead guidance as needed to a small crew and make independent decisions in field situations with effectiveness and efficiency.

Independently trouble-shoot for faulty system equipment or system problems and perform the most difficult installation, maintenance, and repair work in the area of work assigned in a safe and effective manner.

Independently interpret and apply polices, procedures, laws, and regulations pertaining to assigned programs and functions.

Provide lead guidance as needed to a small crew.

Make independent decisions in field situations, read, interpret, and understand blueprints and construction drawings with effectiveness and efficiency.

Collect, record and analyze data with a variety of electronic tools; enter or transfer data into maintenance software programs such as Hansen; make judgments on recorded data obtained.

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.

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

Work Environment

Operates predominately in the field, from vehicles and in a maintenance shop. Occasional office work.

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:

Six (6) years of progressively responsible experience in the repair and maintenance of water transmission and distribution mains, wastewater and storm water collection systems and appurtenances including a minimum of three years performing field maintenance and repair and equipment operation comparable to the City of Helena's Utility Maintenance Worker III class. Four (4) years experience of backhoe operation with experience digging at depth can be substituted for above requirements if other requirements of the advancement policy can be met during a probationary period.

Training:

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

Satisfactory completion of course work regarding safety in the following: equipment operation; trenching, shoring, signing and barricading; and working with hazardous materials and supervision per the city of Helena advancement policy.

License or Certificate:

The holder of this position must hold or have the ability to obtain under requirements of the advancement policy the following certifications:

1). a valid Type 2, Class B commercial driver's license with a tanker endorsement; 2). a valid Wastewater Collection Certificate from Sacramento State University or equivalent course approved through the City of Helena or State of Montana; 3) a valid Class I Water Distribution Operator Certificate issued by the State of Montana; 4) a valid certificate for backflow prevention and testing. (**Depending on the nature of work assigned, possession of or the ability to obtain a Pesticide Applicator license from the Montana Department of Agriculture maybe substituted for backflow certification.)

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 an 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: _____

Reviewed: Oct. 2008

Effective Date: July 2006