



# CITY OF HELENA

**Position Title: Utility Maintenance Worker In-Training & I**

**Department: PW-Util. Maint.**

**Position #: 13231**

**Grade: 130/135**

**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**

**Utility Maintenance Worker I or Utility Maintenance Worker-In-training:** Positions assigned to this class are entry-level positions for persons with two years or less experience in water distribution, wastewater and/or storm maintenance procedures and operations field. Work is typically supervised technically or functionally while in progress and fits an established structure or pattern. This position maybe performed at a training level, as described in the advancement policy, under conditions in which elements of the duties are performed a lower level of competency and skill or during periods when required certification is being obtained.

As outlined in the advancement policy employees in this position obtain or hold one of the following certifications: 1) a city approved wastewater collection certificate; 2) have been certified as either an operator-in-training or certified operator or 3) passed a approved backflow inspection and testing and holds a certificate of completion. Employees are eligible to advance providing the requirements in the city advancement policy have been meet.

The position performs the following duties depending on the area of work assigned.

### **Utility Service Connection Maintenance:**

Installs new residential meters, radios, valves and related equipment; inspect and replace existing meters and radios; troubleshoots and repairs problems on meter related equipment; inspect and advise on meter installation according to established rules and policy.

Inspects large (commercial) meter installations; installs radios and related equipment for proper operation; tests, troubleshoots, and repairs (in the office and out in the field) or replaces commercial

Inspects large (commercial) meter installations; installs radios and related equipment for proper operation; tests, troubleshoots, and repairs (in the office and out in the field) or replaces commercial meters when defective or inoperable. Implements a large meter testing and operation program developed by the division.

**Important & Essential Duties cont.:**

Inspects installations new and existing for proper backflow protection requirements, installs and tests backflow prevention devices. Investigates and reports instances of cross flow connections for protection of utility systems.

Maintain accurate records of all meter installed or removed including dates, sizes, serial numbers, meter types, addresses accounts and other pertinent information.

Inspect new curb-boxes for acceptance and operation according to established standards; operate and locate curb-boxes (turn on and turn off). Maintain records of curb-box location using a variety of means paper and electronic means.

Perform in-house plumbing and limited in-field plumbing as required for installation and maintenance of meters and related equipment. Inspect plumbing for proper connections, document and report problems for further action.

Perform electronic reading of radio water meters as required to meet city objectives; prepare reading data for upload and download into electronic reading equipment, review and interpret generated reports; determine and make judgments on corrective actions or required maintenance; investigate and repair inoperable radios and meters.

Works with contractors and the public on water, sewer or storm service issues. Investigates and responds to high consumption problems, advises customers on leaks in owners plumbing system, irrigation systems, toilets and other causes of excessive water consumption; advises and recommends possible corrective actions.

**Water Distribution System Maintenance:**

Learns to 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 city vehicles and assigned equipment in a safe and clean manner.

Learns to 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.

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.

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.

Learn to 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.

**Important & Essential Duties cont.:**

Learn to enter and retrieve data from computer, enter work orders, maintain logs, assist in the preparation of work plans.

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 Utility Maintenance:**

Learn to use hand tools, air compactor tools, hydraulic tools, front-end loader, bobcat, dump truck, backhoe, trenching machines, compressors, and hydraulic flushing equipment. Operate and maintain city vehicles and assigned equipment in a safe and clean manner.

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.

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.

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, learn to 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.

Learn to 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 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:**

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

Basic principles of record keeping.

Basic mathematical principles.

Safe work practices.

#### **Knowledge of:**

Basic operating characteristics of water transmission and distribution systems, 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 utility infrastructure installation, repair and maintenance operations.

**Ability to cont.:**

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 such as contractors, homeowners and members of the public.

**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 necessary response action, travel to different sites and locations in response; 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:**

Two (2) 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 or one-year experience in sewer, storm or a water distribution related field. Candidates not possessing all required experience maybe placed in training assignment for this position under provisions of the advancement policy.

**Training:**

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

**License or Certificate:**

Possesses the ability to obtain within a one year period or holds and maintains a valid Type 2 Class B commercial driver's license.

Possesses the ability to obtain within a one year period or holds and maintains one of the following certifications:

- A wastewater collection course certificate offered through the Sacramento State University or equivalent course approved through the City of Helena or State of Montana.
- A Valid Class IA Water Distribution Operator Certificate issued by the State of Montana or similar license, which has reciprocity from another state.
- A backflow prevention/cross-connection control certificate issued through an approved course.

Holders all three certifications are eligible for advancement under provisions of the advancement policy for this position class.

**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:** \_\_\_\_\_