

CITY OF BEREA  
POSITION DESCRIPTION

Class Title: Water/Sewer Maintenance Operator I

Department: Utilities / Water/Sewer Lines

Supervisor: Water/Sewer Operations Coordinator

Supervises: None

Class Characteristics: Under general supervision, performs semi-skilled and manual labor work activities in the construction, installation, maintenance, repair and/or cleanliness of the water distribution system and sewer collection system; reads meters; assists other Divisions as requested; performs related work as required.

General Duties and Responsibilities:

Essential:

1. Assists with construction, installation, maintenance, repair and/or cleanliness of the water distribution system and sewer collection system, including installation and/or replacement of lines, meters, regulators, valves, backflow preventers, fire hydrants, etc.
2. Makes water and sewer taps.
3. Locates water and sewer lines.
4. Inspects and locates leaks in lines.
5. Operates equipment, vehicles and tools assigned to the Division after obtaining appropriate licenses, certification, and training.
6. Installs/builds manholes; cleans sewer lines as required.
7. Pours concrete, blacktop, etc.
8. Assists with keeping all equipment assigned to the Division in working order; performs servicing and assists with preventive maintenance programs on equipment; makes minor repairs and/or adjustments to equipment; forwards requests for major repairs to superiors.
9. Cleans vehicles, equipment and tools after use.
10. Assists with reading meters.
11. Assists with other duties in other Divisions on a regular basis as requested.

Non-Essential: None.

MINIMUM QUALIFICATIONS

Training and Experience: No education or work experience requirements; however, must be able to follow oral and written instructions. Must have high school diploma or GED certification in order to be considered for promotion to Maintenance Worker II; promotion to Maintenance Worker II is subject to the recommendation of the

Water/Sewer Operations Coordinator and the General Manager, and final approval of the City Administrator.

Special Knowledge, Skills and Abilities:

Knowledge:

1. Knowledge of equipment, materials, methods and techniques used in construction, installation, maintenance, repair and cleanliness of water distribution system and sewer collection system.
2. Knowledge of, or ability to learn, the functions, servicing and maintenance requirements of mechanical equipment and machinery.
3. Knowledge of, or ability to learn, the geography of the service area, including location of meters.
4. Knowledge of work hazards and applicable safety precautions associated with equipment, tools, vehicles and procedures; and ability to comply with safety standards.
5. Knowledge of, or ability to learn, welding, pipe fitting, carpentry, concrete, etc.
6. Knowledge of traffic laws.

Skills:

1. Skill in operating vehicles and equipment assigned to the Division.
2. Skill in the use of hand tools.
3. Mechanical skills.

Abilities:

1. Ability to operate motorized equipment.
2. Ability to assist with maintenance (or preventive maintenance) and servicing program.
3. Ability to perform work activities involving carpentry, electrical, plumbing, painting, pouring concrete, etc.
4. Ability to detect mechanical problems and make minor repairs.
5. Ability to establish and maintain effective working relationships with officers, department directors, other employees, and the general public.
6. Physical ability to perform heavy labor for extended periods of time, often under adverse weather conditions.

**ADDITIONAL REQUIREMENTS**

Instructions: Instructions are somewhat general; many aspects of work covered specifically, but must use some of own judgment.

Processes: Work varies slightly, and seldom required to take different, new or unusual approaches in completing work assignments.

Review of Work: Most or all of completed work is reviewed.

Analytical Requirements: Duties are of a routine nature.

Tools, Equipment and Vehicles Used: Dump truck, service truck, backhoe, trencher, welder, tapping machine, line locator, air compressor, sewer machines, hand tools, wrenches, weed eater, chain saw, etc.

Physical Requirements of the Job: Work requires standing, walking, stooping; must lift objects over 25 pounds; work is performed outdoors regardless of weather conditions; must operate vehicle and equipment; required to be in high places, confined spaces, and using stairs and ladders; exposed to fumes, chemicals and toxic substances.

Contacts: Frequent public and internal contacts are requirements of the job.

Confidential Information: Little or no use of confidential information.

Mental Effort: Moderate.

Interruptions: Few.

Special Licensing Requirements: Must possess and maintain a valid Commercial Driver's License (Class A with trailer endorsement) issued by the Commonwealth of Kentucky.

Certification Requirements:

(1) May be required to obtain a Class I, II and III Water Distribution License issued by the Commonwealth of Kentucky within one year after meeting experience requirements at each level; may be required to obtain Class I and II Sewer Collection License issued by the Commonwealth of Kentucky within one year after meeting experience requirements at each level.

(2) Upon obtaining licenses at any level, must successfully complete continuing education classes to maintain the License (twelve hours of continuing education on a two-year basis to maintain Class I and Class II Licenses).

Additional Requirements: Must be able to perform on-call duties. Must be able to respond to calls in emergency situations at all hours.

Overtime Provision: Non-exempt.