CITY OF TAYLORSVILLE, KENTUCKY
JOB DESCRIPTION

Job Title Utility Maintenance Operator (Water)

Reports to Public Works Director

Supervises None

Overtime Status Non-Exempt

Characteristics of the Class

- Perform semi-skilled to skilled labor for the City of Taylorsville Water & Sewer Facility and Street Operation.
- This position may require the implementation of responsibilities outside of the normal workweek.
- Subject to random and mandatory drug testing as outlined under the Drug/Alcohol Testing – Substance Abuse Policy.
- This position is considered essential as related to the inclement weather or natural disaster.
- Must have self-motivation, good job coordination and willing to work flexible hours.
- This position may require on-call duties and occasional operation of equipment.

Duties and Responsibilities

- May assist in Inflow & Infiltration (I&I) inspection, correction of deficiencies found, record daily documentation on all findings, repairs, calculation of I&I reduction and remedies to alleviate future I&I.
- Perform service technical duties, determine remedy and document problem reported and communicate positive public relations.
- Responsible for assisting in all related aspects of maintaining and operating the City of Taylorsville Water Distribution, Wastewater Treatment and Collection System.
- Coordinate daily of their job tasks/schedule with the Public Works Director.

- Clear and remove debris from area to achieve job task, ground maintenance of all water and sewer facilities. Maintain City owned properties, facilities and equipment.
- Perform trench and confined space safety techniques according to Standard Operating Procedures and OSHA Rule & Regulations.
- Shall be knowledgeable or become knowledgeable of the following:
    - Mechanics of water meters, sewer fittings/piping;
    - Maintenance & installation of fire hydrants;
    - Proper methods of water & sewer fittings/piping;
    - Proper valve operation;
    - Water and Sewer line flushing;
    - Inspection of sewer lines (smoke, dye and camera) and
    - Perform street work including drains, sidewalk, asphalt repair, street sign installation & repair and other related aspects of street operation.
- May perform duties pertaining to street maintenance or any other City owned properties
- Follow rules and regulations of the City of Taylorsville Employee Policy Handbook, Standard Operating Procedures and OSHA Rules and Regulations
- May assist other crew members in various duties.
- Perform all other duties required.

Typical Working Conditions and Unique Physical Requirements

- Must be able to physically perform the basic motor skills of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing and repetitive motions.
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally, 50 pounds of force frequently and 25 pounds of constantly to move objects.
- Must possess the visual acuity to operate machinery and equipment safely.
- Must be able to withstand constant vibration to the body and strain to the back, neck, legs, hands and arms
- Must comply with the Detailed Physical Requirements.

- Exposure to loud noises, vibrations, moving mechanical parts, electrical current, chemicals, fumes, odors, gases, dusts, poor ventilation, oils, venomous animals and allergic causing plants.
- Subject to working in an inside and outside environment, in extreme adverse weather conditions.
- May be exposed to blood borne and airborne pathogens.

Special Knowledge, Skills and Abilities

- Knowledge of electric motors, fuel engines, generators, pumps and other small equipment.
- Knowledge of the use of an automotive vehicle and light to heavy equipment and their operating and maintenance procedures
- Ability to self-motivate without continuous supervision.
- Ability to complete records such as work orders and log sheets.
- Ability to establish and maintain effective working relationship with superiors and peers and use of good communication skills with the public, engineers, and contractors.
- Ability to comprehend and apply principles, regulations and statues pertaining to a water distribution, wastewater treatment and collection system.
- Ability to identify problems and undertake corrective measures and follow good safety practices.
- Ability to work alone for long periods of time and exercise good common sense.
- Knowledge of OSHA Rules & Regulations and the ability to understand and practice reliable safety techniques.
- Knowledge of safe operating procedures of equipment required for job task.
- Knowledge of computers and electronic meter reading devices.
- Ability to comprehend the physical mechanics of meter operations and to apply principles to achieve job task.

Education, Training and Experience

- Must possess a high school diploma or the equivalent thereof
- Two (2) years of hands-on experience in water & wastewater, including experience in light equipment operations.
- Twelve (12) months of experience in Inflow & Infiltration operation

Special Licensing and Other Requirements

- Must possess a valid Kentucky driver's license, CDL preferred.
- Employee may perform on-call duties, as required.
- Shall be subject to an alcohol/drug test and a criminal back ground check.
- May perform duties pertaining to street maintenance or any other City owned properties.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job.

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Employee Signature Date

_____ _____

Supervisor Signature Date

_____ _____

Executive Authority Signature Date