

CITY OF MUNFORD
PUBLIC WORKS AND UTILITY WORKER 1

OVERVIEW

This is a semi-skilled position performing a variety of maintenance, construction, repair and/or location tasks involving:

1. Gas supply lines and meters
2. Water supply lines and meters
3. Sewer lines
4. Valves, mains and manholes
5. Storm water facilities, including culverts
6. Other public works services

Work may be performed with some level of independence within established guidelines, at times under field supervision by more experienced utility workers and/or the Director of Public Works.

ESSENTIAL JOB DUTIES

Installs and repairs gas, water, sewer and storm water infrastructure, including facilities installed below ground. Operates various equipment such as a trencher, backhoe and mini excavator to install utility lines.

Installs and repairs meters and, when necessary, reads meters. Checks gas leaks complaints, water leak complaints, high consumption complaints, and water quality complaints. Provides utility cut-off and turn-on services, as appropriate and consistent with the operations and activities of the utilities. Provides customer service in assisting utility customers.

Drives a service/crew truck as needed to perform assigned duties. In response to work orders or customer complaints, independently locates and raises manholes and valves; digs up, repairs, or replaces leaking or broken gas lines, water/sewer lines, water meters and associated equipment.

Restores the ground around roadways and rights-of-way to their original condition by backfilling, replacing sod, and other vegetation. Provides other public works maintenance on streets and rights of way, as appropriate.

Must successfully complete training related to the proper operation of a gas, water and wastewater utility and the safe operation of equipment, including operator qualification.

Assists in traffic control around job sites. Keeps job site clean and vehicles/equipment in good working order.

This position participates in the rotating on-call responsibilities as scheduled by the Public Works Director. Provides public works assistance for civic events. Provides emergency response in the event of a utility specific emergency -- or local, state or federal declared emergency.

Assists in the processing and logging of work orders.

Assists in field location and marking of underground utilities including gas, water and sewer lines. Operates tamping and compaction equipment to compact backfill. Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Ability to understand and carry out oral and written instructions. Ability to work during adverse weather conditions. Ability to read field notes and maps. Skills in the use and care of pertinent tools and equipment.

TRAINING, EXPERIENCE AND QUALIFICATIONS

Possession of a high school diploma or an equivalent recognized certificate and one year of utility operations, construction, repairs and maintenance experience.

Demonstrated ability to work independently and solve infrastructure problems under adverse weather and environmental conditions. Ability to work effectively and cooperatively with co-workers. Ability to represent the utility organization during interactions with the general public.