

UTILITY WORKER I

NATURE OF WORK

This position entails manual labor in the performance of limited skilled tasks of a physically demanding nature. Daily work assignments are usually received in the form of specific orders from the Supervisor. Work may be performed without direct supervision after instructions are received but is reviewed through observation, conferences and results obtained. As work experience is gained employees of this class may be assigned more difficult and responsible tasks. Work assignments are detailed and the work is subject to review while in progress and upon completion. This position is comparable in skill and proficiency levels to Streets and Drainage Maintenance Worker I. Employees in this position may be assigned or trained to work in comparable positions.

RESPONSIBILITIES AND ESSENTIAL DUTIES AND FUNCTIONS

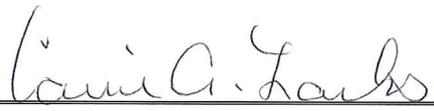
An employee in this position may be called upon to do any or all of the following essential duties: (These examples do not include all of the duties which the employee may be expected to perform.)

1. Read, test and repair water meters and perform work orders.
2. Perform a variety of construction, maintenance and repair activities on water distribution and sewage collection systems.
3. Perform maintenance, inspect, report and complete repairs to sewer lift stations.
4. Operate pneumatic equipment in breaking pavement.
5. Install and repair water mains, valves and services.
6. Dig trenches, lay pipes and install utility services.
7. Clean, inspect, repair and maintain sewer pipes and appurtenances.
8. Backfill and cover pavement cuts.
9. Operate trucks, air compressors, sewer jets, other power equipment and hand tools.
10. Flush water mains and test fire hydrants.
11. Chlorinate, test and inspect water mains at new installations.
12. Locate maintain and repair water valve boxes.
13. Perform routine manual labor, such as digging holes or trenches and loading trucks.
14. Perform general maintenance work as required.
15. Complete service calls and inspect utility lines.
16. Make emergency repairs to water and sewer mains and distribution lines.
17. Perform related work as required.
18. Use software related to utility infrastructure, customer billing and Geographical Informational Systems (GIS).
19. Draft, update and maintain records.
20. Be available for after hour and weekend emergency overtime.

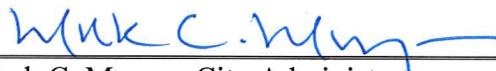
QUALIFICATIONS FOR EMPLOYMENT

All of the following functions, qualifications, knowledge, skills, abilities (KSA's) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

- Graduation from an accredited high school or equivalent.
- Valid Michigan Commercial Drivers License with a Class A endorsement and good driving record.
- Some knowledge of water distribution system and sewer collection repair, maintenance and construction work.
- Some knowledge of the operation of power-driven tools and equipment used in the construction and maintenance of water distribution and sewer collection systems.
- Some knowledge of plumbing, lift stations and some electrical practices.
- Ability to operate a water tapping machine.
- Mechanical aptitude.
- Ability to read and understand policy and procedures and to fill out daily reports.
- Ability to understand and follow oral and written instructions.
- Physical strength and health to complete duties.
- Ability to work effectively with other employees.
- Ability to work effectively with the public.
- Basic computer skills
- Obtain a minimum MDEQ S-4 Water Distribution license within two (2) years.

 3/5/14

Carrie A. Larks, Director of Administrative Services

 3/6/14

Mark C. Meyers, City Administrator



Gary Nekund, Mayor