

## **POSITION DESCRIPTION**

### **Class Title: Utility Man**

- **GENERAL PURPOSE**

*Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of Town water, street, and storm drainage facilities and systems and other duties as assigned by the Public Works Superintendent. Participates in the day to day operation of unskilled and semi-skilled maintenance and construction work involving street repair and general maintenance of Town owned properties.*

- **SUPERVISION RECEIVED**

*Works under the immediate supervision of the Public Works Superintendent.*

- **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- *Maintains streets and other community owed facilities including, for example, patching streets, spraying weeds, mowing grass on Town's property when required, flags traffic when necessary, reads water meters, assists in removal of trash, responsible for maintaining a variety of records relating to inspections, maintenance activity, maintaining water meter books, etc., as assigned.*
- *Determines the locations of water lines and is responsible to notify Utility One Call in accordance to State Law prior to excavation.*
- *Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.*
- *Contacts residents and business owners in area where services will be discontinued and explains when services will be shut off and how soon it will be turned back on.*
- *Ensures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.*
- *Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand and snow plowing during the winter months. Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans and repairs small equipment when required. Performs all duties in conformance to appropriate safety and security standards. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling. Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gate and fittings on repair of mains and services and installation of services, and fire hydrants; assists in shutting off broken sections of water mains.*
- *Performs general grounds maintenance duties such as landscaping, gardening and fertilizing when required.*
- *Operates a variety of power construction, maintenance and lawn mowing equipment used in the water, street, and park departments.*
- *Required to be on call a minimum of one weekend per month.*

- **PERIPHERAL DUTIES**

- *May serve on employee or other committees as assigned*

- **DESIRED MINIMUM QUALIFICATIONS**

- *Education and Experience:*
  - *Graduation from high school education or GED equivalent, and*
  - *Any equivalent combination of education and experience.*
- *Necessary knowledge, skills and abilities:*
  - *Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.*
  - *Skill in operation of some of the listed tools and equipment.*
  - *Ability to perform heavy manual tasks for extended periods of time.*
  - *Ability to work safely.*
  - *Ability to communicate effectively verbally and in writing.*
  - *Ability to establish and maintain effective working relationships with employees, other departments and the public.*
  - *Ability to understand and carry out written and oral instructions.*

- **SPECIAL REQUIREMENTS**

- *Valid State Driver's license and CDL certification, or ability to obtain one.*
- *Must obtain Class D water License with twelve months of employment.*
- *Must obtain Weed Technicians License within one year.*

- **TOOLS AND EQUIPMENT USED**

- *Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, tamper, plate compactor, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch.*

- **PHYSICAL DEMANDS**

- *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*
- *While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is required to walk, sit, climb or balance, stoop, kneel, crouch or crawl and smell, and be able to shovel in a ditch when required.*
- *The employee must frequently lift and/or move up to twenty-five pounds and occasionally lift and/or move up to one hundred pounds. Specific vision abilities required include close and distance vision, peripheral vision, depth perception and the ability to adjust focus.*

- **WORK ENVIRONMENT**

- *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*
- *While performing the duties of this job, the employer regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.*

- **SELECTION GUIDELINES**

- *Formal application, rating of education and experience, oral interview and reference check, job related tests may be required. A physical examination may be required prior to beginning job.*
- *The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*
- *The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

