

# UTILITY MAINTENANCE WORKER I

City of Sedgwick

Public Works Department

## POSITION SUMMARY

Under the direction of the City Superintendent, the Utility Maintenance Worker I is a non-exempt position under FLSA. This position is an entry level position within the public works department. The successful candidate must be able to operate mowers, wee eaters, hand tools, and have the ability to read and interpret written instructions, maps, manuals and schematics. Manual labor including lifting and carrying heavy objects, bending, kneeling, climbing, and walking is required daily in this position. Employees in this role are required to respond to all utility emergencies during normal business hours, as well as, on an on-call basis as assigned by the City Superintendent. Requirements of on-call status are dependent upon staffing levels.

## ESSENTIAL FUNCTIONS

- Operates and maintains departmental equipment;
- Operates and maintains potable water system;
- Assists in road maintenance, repairs and grading;
- Repairs and installs street signs;
- Completes new installations, reconstruction, meter sizing, and reads meters as necessary;
- Operates and maintains sewer collection system;
- Locates city utilities;
- Sprays for insects;
- Maintains city owned facilities;
- Completes work orders as assigned.

## MARGINAL FUNCTIONS

- Oversees and performs grounds maintenance on all city property
- Operates snow removal equipment;
- Maintains radio communication with other departments;
- Assists with seasonal decorations;
- Sets up voting booths when necessary;
- Puts up flags and assists with city wide clean up;
- Performs other duties as deemed necessary or assigned.

Classification OverView	
<u>FLSA:</u>	NON-EXEMPT
<u>ADA:</u>	APPLICABLE
<u>FMLA:</u>	INELIGIBLE
<u>OSHA:</u>	BLOODBORNE PATHOGENS
<u>WORKING CONDITIONS:</u>	
HAZARDOUS CHEMICALS CONFINED SPACES ADVERSE WEATHER EXPLOSIVES ELEVATED AREAS EXCESSIVE NOISE	

## **UTILITY MAINTENANCE WORKER I**

### **POSITION REQUIREMENTS**

**Experience:** One year of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well after six months of employment. Wastewater treatment plant operations preferred.

**Education:** A high school diploma or GED required. This employee must obtain training in CPR, confined spaces, hazardous waste, basic first aid, excavation, and trenching. This position requires permits for Class II Wastewater certification and Small Systems Water certification to be obtained within one year.

**Technical Skills:** The ability to understand and anticipate problems, to follow department policies, and to interpret written instructions and manuals is required. This employee should possess a strong mechanical aptitude and effective public relation, oral and written communication skills and have the ability to understand labels and material safety data for chemicals that may be used.

**Problem Solving:** Some independent problem solving is involved in this position. This employee encounters problems with equipment breakdowns and equipment maintenance.

**Decision Making:** This position involves limited decision making. Tasks are of a routine nature and are performed independently.

**Supervision:** This employee works with minimal supervision from the City Superintendent. This position will not directly supervise employees.

**Personal Relations:** Daily contact with the general public, co-workers and supervisory personnel is expected. Occasional interactions with members of the city council may occur.

**Working Conditions:** Some adverse working conditions exist within this position. Exposure to bloodborne pathogens, hazardous chemicals, heavy machinery, excessive noise, permit required work in confined spaces, heights, and all types of weather conditions is expected. This position involves outside work maintaining facility equipment and grounds in all weather conditions.

**Physical Requirements:** Manual labor including lifting and carrying heavy loads, extensive walking and the ability to operate departmental equipment is required daily in this position.

The employee must occasionally lift and/or move up to one hundred (100) pounds.

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*The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.*

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This job description was last updated January, 2023.