

UTILITY MAINTENANCE WORKER II

City of Sedgwick

Public Works Department

POSITION SUMMARY

Under the direction of the City Superintendent, the Utility Maintenance Worker II is a non-exempt position under FLSA. This position acts in a supervisory role, in the absence of the City Superintendent, performing semi-skilled tasks in street maintenance, water distribution, and sewage disposal systems. This employee should possess a strong mechanical aptitude, and effective communication and public relation skills. Successful applicants must 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. Successful applicants must either possess or have the ability to obtain KDHE Small Systems Water and Class II Wastewater certifications within one year of employment.

ESSENTIAL FUNCTIONS

- Operates and maintains departmental equipment;
- Maintains city utilities;
- Installs and reads water meters;
- Repairs pot holes and seals cracks in city streets;
- Mows city properties, parks, and road right of ways;
- Operates and maintains wastewater treatment plant;
- Measures and records various instrument readings water and wastewater systems;
- Grades and repairs gravel roads;
- Repairs water mains and service lines, sewer mains, service lines, and storm drains;
- Completes work orders as assigned.

MARGINAL FUNCTIONS

- Assists with insect spraying;
- Assists with seasonal decorations;
- Operates snow removal equipment;
- Puts up flags and sets up voting booths;
- Assists with City wide cleanup;
- Assists with ground and building maintenance of all city properties;
- Maintains radio communication with other departments as necessary;
- 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 II

POSITION REQUIREMENTS

Experience: Two or more years of similar or related experience is required. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within one year of employment.

Education: A high school diploma or GED is required. Training in CPR, confined spaces, hazardous waste, basic first aide, excavation and trenching is required. This position requires KDHE Certification in the following fields to be obtained within one year of employment with the city: Class II Wastewater and Small Systems Water.

Technical Skills: A thorough knowledge of mechanics, equipment maintenance, and a working knowledge of mathematics is required. This employee must be able to operate dump trucks, tractors, lawn mowers, sewer machines, welders, tapping machines and other department equipment. 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, equipment maintenance, and public concern.

Decision Making: Some independent decision making is involved in this position. This employee makes decisions about using appropriate sprays or chemicals, performing necessary repairs and performing daily duties in the safest and most efficient manner.

Supervision: This employee works with occasional supervision from the City Administrator/City Superintendent. This employee may be assigned to supervise others on specific projects.

Financial Accountability: This employee is responsible for safe operation of department equipment. This employee does not participate in the annual budget process.

Personal Relations: Daily contact with the general public, co-workers and supervisory personnel are 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 employee is also exposed to explosives, departmental vehicles, and cutting, chopping and shredding machinery.

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.

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

This job description was last updated December 15, 2003.