



Harriman Utility Board

Part-Time Utility Worker

Reports to: Manager of GWS Operations
GWS Foreman

Department: Gas, Water, & Sewer

Date: February 2, 2018

FLSA Status: Non-Exempt

Approved: General Manager

Pay Status: Hourly

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.

JOB SUMMARY:

Responsible for installing, operating, and maintaining gas, water, and sewer facilities.

ESSENTIAL FUNCTIONS:

- Installs, maintains, and repairs all gas, water, and sewer services appurtenances. Makes water, gas and sewer taps and installs manholes.
- Responds to customer complaints or requests, to include emergency service. Locates source of problems and repairs and/or replaces lines.
- Operates trucks and other equipment as necessary to perform work. Such equipment may include, but not be limited to, backhoes, dump trucks, trenchers, and tractors.
- Cleans sewer pumping stations, mains, services and manholes. Works in pump stations (sewer), booster stations (water), water and sewer plants. May be cross-trained or asked to support other departments as required.
- Changes out gas and water meters with correct size and type.
- Complies with all relevant codes and safety guidelines as required by OSHA and HUB Safety Policies, including those specifying PPE.

- Will be expected to perform various general maintenance and construction tasks including, but not limited to: use of hand tools, hydraulic tools, and air tools, pouring concrete, yardwork, and painting of HUB buildings.

ADDITIONAL RESPONSIBILITIES:

- Performs daily safety inspections of assigned equipment prior to and after use, and performs routine service and maintenance as needed.
- Is able to complete field reports, materials requisitions, meter change forms, time sheets, interruptions and other forms associated with the job functions.
- Flushes and repairs fire hydrants, meters and lines to ensure function, clear water and keep chlorine at acceptable level.
- Cleans out pumping and booster stations, removes sludge at water plant, and cleans drying beds at Waste Water Treatment Plant.
- Attends meetings, seminars, schools, or training, etc., as determined by General Manager, Supervisor, or as required by law.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of construction, repair, operation and maintenance of gas, water, and sewer operations.
- Knowledge of HUB System.
- Familiar with occupational hazards involved and necessary safety precautions.
- Ability to establish and maintain effective working relationships with other employees, City officials, and the general public.
- Must be comfortable in the use of iPad™ and other electronic communication devices.

PHYSICAL REQUIREMENTS:

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.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires good physical condition and physical stamina to work for extended periods of time. (During emergencies, exposed to extreme weather conditions and with little or no sleep until the emergency conditions have been corrected)
- Must be able to lift 100lbs.
- Will be required to stoop or crouch by bending forward at the waist or by bending legs and spine.
- Will be required to stand for long periods of time without being able to leave the work area.

WORKING CONDITIONS:

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Will be required to work in outdoor adverse climates for long periods of time.
- Will be required to work in rural areas.
- Will be required to work in confined spaces.
- Must not be afraid of heights or trench depths.

REQUIRED LICENSES AND/OR CERTIFICATIONS:

(May be obtained after employment)

- Grade I Water Distribution or Grade I Sewer Collection
- Tennessee Commercial Driver's License w/Tanker Endorsement (Must obtain permit within six months of employment, and license within twelve months of employment).
- Must be certified in current CPR/First Aid practices
- Confined Space
- Forklift
- Operator Qualifications (OQ)

QUALIFICATIONS:

- Must have a good attitude and be a team player.
- A high school or vocational school degree is preferred, but experience will be considered in lieu of such a degree.
- Ability to receive and carry out both oral and written instructions safely and efficiently.
- Must demonstrate verbal communication skills.

Over the course of employment, specific job duties for employees may be changed, added, or deleted. In an effort to keep these job descriptions updated and to remain compliant with the Americans with Disabilities Act (ADA), employees will be given the opportunity to review their descriptions each year or at any time they feel it needs to be updated.

By signing below, you are stating that you have been given this opportunity on your anniversary date (or anytime thereafter) to review your job description and that any changes have been discussed with your supervisor and are reflected in this description

Employee Signature

Date

Supervisor Signature

Date

General Sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description. I understand this 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.

Employee Signature

Date