

Charles Town Utility Board - Job Description
Job Title: Utility Worker I

Grade UH1

Job Summary

Under general supervision, performs a wide variety of journey-level duties involved in the installation, servicing, repair and maintenance of the water distribution and wastewater collection systems and related facilities; and performs related work as assigned. Performs duties related to the water and sewer utility including construction, operation, repair, maintenance and replacement of mains, services and all aspects of metering. May be assigned to reading water meters in an orderly and timely manner, checking and repairing damaged or malfunctioning water meters and handling water meter or service complaints.

Essential Job Duties and Responsibilities

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The duties listed below 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 class.

1. Performs semi-skilled work involved in construction and maintenance projects as part of a crew, including digging ditches, installing hydrants, laying pipe and flushing water lines and hydrants. Required work involves shoveling materials, loading/ unloading trucks, and operating hand-held and power tools.
2. Drives light trucks (under 26,000 lbs) in the loading, hauling and unloading of various equipment, gravel, sand, asphalt, salt, stone, debris and other materials. Receives hands-on training in the operation of equipment as site conditions and time allow.
3. Cleans equipment and tools used during the course of the workday. Perform routine inspection and preventative maintenance on assigned equipment and refer defects or necessary repairs to the Crew Leader.
4. Mows and trims Utility property.
5. May work to repair asphalt surfaces, by hand, using hot and cold asphalt mix.
6. Has operational knowledge of the Sensus reading devices and as assigned, reads, repairs and replaces water meters for the Utility.
7. Inspects meters and connections for defects, damage, unauthorized connection or use, abnormal consumption patterns, possible causes for fluctuation or change; reports findings to supervisor.
8. Calculates consumption and understands a billing calculation.
9. Responds to work orders for utility disconnections, reconnections, new orders and other utility service requests as assigned.
10. Responds to customer complaints; responds to questions and complaints from the public regarding repair work and main shutdowns.
11. Performs after-hours emergency work and on-call duties.
12. Performs related work and duties as needed or assigned by supervisor.
13. Promotes an image of professional, courteous service as a representative of the City and the Board.

Knowledge, Skills and Abilities

- Requires the ability to understand and act on oral and/or written instructions.
- Requires passing a professionally administered pre-employment physical examination certifying ability to perform work related tasks and duties.
- Ability to establish successful working relationships and work with angry or difficult customers.
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Equipment Used

Equipment and tools used on a regular basis include a chain saw, manual roller, tamper, shovel, pick, rake, broom, weed eater, lawn mower, mobile radio, pager and light duty truck. More infrequently, a chipper, tamper, compactor, saw, pump, compressor, sander, generator, detection device, and ditch witch.

Physical Requirements

Employee spends a majority of work-shift using equipment and performing tasks requiring standing, repeated bending, crouching, stooping, stretching, or crawling. Occasional activities require working from elevated workplaces. Daily operations require unaided lifting of objects weighing as much as fifty (50) pounds.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Surroundings

Employee spends a majority of work-shift in outside weather conditions. Daily conditions encountered include: odors, fumes, dust, dirt, noise and vibration. Other conditions vary with precipitation and seasonal changes.

Hazardous Conditions

Hazardous conditions encountered on a daily basis include: constant danger from passing traffic, working with hot asphalt, and mechanical hazards when using rollers and other heavy equipment.

Occasional hazards encountered include: tripping or slipping due to terrain and weather conditions, traffic accidents when working to remove snow and ice, and earth or brick cave-ins when laying pipe or working in manholes or drops.

Possible hazards include: contact with hazardous or toxic materials; those hazards associated with working around large vehicles on narrow roads and steep grades in various weather conditions.

Qualifications

Experience: Manual labor experience helpful. Understanding of operational and maintenance equipment desired.

Education: High School graduate or equivalent desirable. First Aid, CPR training and computer skills also desirable. Requires possession of a valid State of West Virginia driver's license.

Reports Directly To: Utility Crew Leader

Review Responsibility: Operations Manager

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(Note: This position description is not meant to be unduly restrictive nor comprehensive. Any one position may not include all of the specific duties listed, nor do the job examples cover all of the duties that may be performed. Duties are subject to change as operational needs justify.)