

CITY OF SALINA
POSITION DESCRIPTION

CLASS TITLE: Utility Worker I **GR:** 106 **FLSA:** Non-Exempt **DATE:** 05/17/2024
DEPARTMENT: Utilities **DIVISION:** Utility **APPROVED:** _____
REPORTS TO: Water Distrib Supt. /WW Collection Supt. **JOB CODE:** 7044 / 7045

GENERAL DESCRIPTION:

Under general supervision; performs semi-skilled and skilled labor in the maintenance and operation of a water distribution and transmission system or wastewater collection system, including wastewater pumping stations. Work varies with some leeway for discretion and independent action.

TYPICAL DUTIES:

- Installs, repairs, cleans, taps, fits and inspects wastewater/water pipelines.
- Installs and repairs wastewater/water valves and manholes.
- Installs and repairs wastewater/water service lines.
- Maintains wastewater pumps, motors and controls.
- Installs and repairs fire hydrants.
- Performs minor electrical and mechanical maintenance.
- Performs custodial work such as cleaning, painting, lawn mowing and snow removal.
- Installs and repairs chemical feed pumps and piping.
- Performs permit required confined space entries.
- Set-up and take-down appropriate traffic control signs and barricades.
- Data entry to submit work orders, work assignments, and job tickets.
- Performs overtime and after-hours calls as required and other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

None – Self.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to the following:

- High school diploma or G.E.D.
- Two (2) years of experience in utility construction, general construction, plumbing, mechanical and electrical equipment maintenance, or related work preferred.
- Must possess valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40-minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL DAILY JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. Acquire and apply the knowledge of materials, equipment and procedures to effectively maintain wastewater systems.

Maintain and safely operate equipment.

Read meters, gauges, charts, etc. to maintain accurate records.

Take and analyze wastewater/water samples.

Read utility maps and operating instructions.

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required.

Walking: Extensive walking required.

Stooping/Bending: Frequently.

Stand/Sit: Sit about 20 percent of the time.

Reaching: Frequent, overhead as well as horizontal.

Vision: Adequate to perform essential job functions.

Color Vision: Ability to distinguish colors.

Hearing: Adequate to perform essential job functions.

Speech: Frequently express ideas and be understood.

Eye/Hand/Foot Coordination: Occasionally operates precision equipment.

Manual Dexterity: Frequently operates valves, switches, vehicles and equipment.

ENVIRONMENTAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Inside/Outside: Work inside and outside.

Cold/Heat: Adverse conditions possible.

Wet/Dry: Adverse conditions possible.

Noise/Vibrations: Equipment noise.

Hazards: Moderate exposure to chemicals and traffic.

Fumes/Dust/Odors: Frequent exposure to dust, fumes and odors.

Infectious Diseases: Moderate exposure.

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to understand and apply mathematical concepts accurately.

Ability to listen to and apply information and instructions.

Ability to organize information for concise written records.

Ability to meet deadlines and work under some stressful conditions.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED:

Computer, iPad, telephone, two-way radio, test equipment, multimeters, megohmmeters, chlorometers, personal gas monitors, pickups, dump trucks, tanker trucks, crane trucks, jackhammers, air moles, air compressors, wheeled and tracked excavators, skid loaders, hand and power tools, sewer cleaning equipment and inspection equipment.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.