

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Utility Maintenance Worker I

Department: Utilities
Pay Grade: G02
Pay Basis: Hourly
FLSA Status: Non-Exempt
EEO Category: 08

JOB SUMMARY

The Utility Maintenance Worker I is responsible for performing manual work functions associated with the construction, repair and maintenance of water, sewer and storm water system in the City of Fairburn. Reports to the Water Superintendent.

ESSENTIAL JOB FUNCTIONS

- Handle all routine and emergency maintenance on the water, sewer & storm water systems within the City in a timely manner.
- Performs manual work functions and operates equipment associated with water, sewer, and storm water utilities.
- Ensure the proper maintenance of equipment and tools by cleaning and checking equipment and tool after use.
- Meet with homeowners to identify and resolve water, sewer and/or storm water problems.
- Meet with contractors to discuss placement of water meters, fire hydrants, etc.
- Help maintain water department inventory.
- Work with fire department to maintain fire hydrants.
- Perform all locates GAUPC that are water sewer and/or storm water related.
- Help maintain records relating to inspection, maintenance activity, and repair of the Storm Water System.

- Complete regular maintenance and repairs of water, sewer, and storm water system to ensure proper functionality.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.
- Performs general maintenance tasks necessary to keep machinery, equipment and tools in operable condition; reports faulty equipment.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or GED; supplemented by one to three (1-3) years of related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

Valid State of Georgia driver's license

Special Requirements:

Requires an acceptable general background check to include a local and state criminal history check and an acceptable driving record. This position is deemed safety-sensitive and is subject to random alcohol and controlled substance testing.

Knowledge, Skills and Abilities:

- Knowledge of water, sewer, and stormwater systems
- Knowledge of basic arithmetic operations.
- Ability to communicate clearly and effectively in English in person, over the telephone, over the public address system and in writing.
- Ability to operate or learn to operate personal computer hardware and software and office equipment.
- Ability to follow oral and written instructions.
- Ability to work in a team-based environment
- Skill in organizing, coordinating, and completing duties to meet scheduled deadlines
- Skill in developing and maintaining effective working relationships with co-workers, customers, and contractors.
- Ability to maintain professionalism and courtesy in stressful situations.

PHYSICAL DEMANDS

The work is moderate work which requires exerting up to 50 pounds of force. Work requires regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is performed in an outdoor environment. Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, disease, or pathogenic substances.

The City of Fairburn has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature Date

Supervisor (or HR) Signature Date

The City of Fairburn is an Equal Opportunity Employer. To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. In compliance with the American Disabilities Act (ADA) reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions. Prospective and current employees are encouraged to discuss accommodations with the employer.