

**REPORTS TO:** Water Foreman

**DEPARTMENT:** Water

**CLASSIFICATION:** Full-time

**FLSA STATUS:** Non-exempt

**DATE APPROVED:** September 29, 2020



### **JOB SUMMARY:**

This is a technical position responsible for the installation and maintenance of the water distribution systems. The job involves being supervised to work and engaged in water distribution, maintenance, repair, and construction. Under occasional supervision, performs water system construction and maintenance; operates heavy equipment as required.

### **POSITION CONTEXT:**

While performing the duties of this job, the employee may be required to sit, stand, talk, and operate multiple types of equipment for an extended period.

### **ESSENTIAL FUNCTIONS:**

- Engages in the distribution, maintenance, repair, and construction of the wastewater/water system; receives instruction and learns the correct methods and procedures
- Follows work priorities at the direction of the foreman; monitors work in progress and assists when necessary; ensures coworkers follow safe practices and departmental policies and procedures
- Follows operational procedures and ensures compliance with policies, procedures, laws, regulations, codes, and standards of safety and quality, along with all Federal, State, and City policies
- May be trained to inspect job sites prior to beginning work and contact the Utility Protection Center and individual utility companies to ensure that utilities such as telephone, gas, and electricity have been located before beginning the job
- Participates in the maintenance of positive customer relations
- Works on-call as scheduled for emergencies
- Interacts and communicates with various groups and individuals such as the immediate supervisor, co-workers, customers, contractors, utility companies, City/County personnel, and the public
- Completes and meets the water system's standards; maintains accurate records and reports of work performed by the distribution/collection crew
- Detects and reports any unusual conditions to the supervisor
- Coordinates distribution/collection projects with local, State, and Federal agencies, developers, contractors, builders, and individual homeowners
- Completes the task of laying water and sewer lines
- Performs directional boring as needed

- May be asked to inspect the new installation water and sewer lines installed by the City employees or by contractors
- Can install and/or maintain water lines, valves, hydrants, and water meters; flushes and sanitizes water lines to prepare for use
- May operate City vehicles in the performance of duties or attend training programs
- May perform pressure tests on water lines; inspect or locate installed water, sewer lines, valves, and boxes for compliance with City specifications; construct water taps; repair leaks; repair fire hydrants
- Operates equipment including track hoe, backhoe, boom truck, skid steer, bush hog, dump truck, and broom tractor as needed for the installation, maintenance, and repair of water lines and other system components; exercises caution to avoid damage to any underground utilities
- Gas-powered saws, backhoes, bulldozers, and pumps in performing installation and distribution duties
- Operates a vehicle and a wide variety of machinery and equipment, including a tapping machine, boring machine, jackhammer, compaction tamp, roller, atmospheric tester, air compressor, pipe horn, cement mixer, weed eater, pressure washer, pumps, pipe threader, etc., as well as various hand and power tools and supplies as necessary for daily tasks
- Performs daily safety checks on equipment; ensures vehicle and equipment maintenance and cleaning
- Transports equipment from one worksite to another as needed
- Clears and maintains rights-of-way
- The foreman performs all other related duties as assigned
- Must be willing to cover after-hours emergency and non-emergency calls at least one week out of the month

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Thorough knowledge of the principles, practices, techniques, and procedures used in the construction, maintenance, and repair of water and wastewater systems
- Thorough knowledge of the equipment, tools, and materials used in the construction, maintenance, and repair of water distribution and collection systems
- Thorough knowledge of the occupational hazards and safety precautions necessary for the safe operation of equipment and vehicles
- Good knowledge of supervisory practices
- Some knowledge of grounds maintenance
- Some knowledge of street construction and repair methods
- Knowledge of the geography of the City's water and sewer lines
- Skill in the operation of personal computers
- Ability to plan, direct, and supervise the work of subordinate personnel
- Ability to analyze blueprints concerning new and old water and sewer systems construction
- Ability to prepare and maintain accurate technical reports
- Ability to communicate clearly and effectively, orally and in writing
- Ability to establish and maintain effective working relationships with City employees, City officials, and the public
- Ability to drive and operate the department's assigned vehicles and equipment safely and efficiently
- Ability to work in a variety of extreme weather conditions for extended periods of time

- Ability to respond seven days a week, 24 hours a day for system emergencies as needed
- Possession of a valid State of Georgia Water and Wastewater Operator Certificate

**Supervisory Controls:** This position works under the general supervision of the water foreman.

**Agency Guidelines:** Georgia Water Quality Control Act, Federal Water Pollution Control Act, all other relevant Federal, State, and Local laws, and City and departmental rules and regulations

**Complexity:** Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents.

**Scope and Effect:** This job aims to install, use, and maintain the machinery and equipment that treat and distribute the City's wastewater and drinking water. If this work is done incorrectly, it could result in untreated sewage contaminating the streams and aquifers and could lead to a lack of clean drinking water.

**Physical Demands:** This position requires standing, walking, sitting, and lifting to and over 100 lbs. The incumbent may have to carry, pull, climb, balance, stoop, kneel, crouch, reach, handle small objects, speak, hear, and see in order to perform this job.

**Work Environment:** This work may take place indoors, outdoors, near moving mechanical parts, in high, precarious places, in the presence of fumes and particulates, toxic or caustic chemicals, and at the risk of electric shock.

#### **MINIMUM QUALIFICATIONS:**

- High school diploma and ability to take and pass State of Georgia certification in water and wastewater operations; possess a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR)

#### **PREFERRED QUALIFICATIONS:**

- At least one (1) year of experience in utility system construction and maintenance, possess a valid State of Georgia driver's license (Class B) and a satisfactory Motor Vehicle Record (MVR); an equivalent combination of education and experience is acceptable.

**STATEMENT OF OTHER DUTIES DISCLAIMER:**

*The preceding job description does not constitute an employment contract. It has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. The incumbent will perform other duties as assigned by the immediate supervisor.*