



## Utility Crewman Job Description

Performs daily operations relating to the City's municipal water system including complying with all state and federal regulations and fulfills a variety of duties associated with general maintenance of water and wastewater collection system infrastructure.

**Reports to:**

Superintendent

**Salary:**

Pay Group 11-16, DOE

**Exempt:**

No

**Essential Functions:**

- Complete routine cleaning and maintenance activities at related utility facilities; cut grass; trim vegetation; clean grounds.
- Assist with repairing water/wastewater lines; maintain and repair meter boxes and water/wastewater facilities.
- Conduct water/wastewater quality tests and record results in accordance with established schedules and procedures
- Performs repairs to lines, booster pumps and lift stations. This may include but is not limited to electrical, plumbing and construction maintenance, operation and repairs.
- Reads gauges, charts, blueprints, meters and other metering devices.
- Operates a variety of commercial equipment including but not limited to tractors, trenchers, front-end loaders, backhoes, bobcat, skid-loader and other equipment for a variety of construction and maintenance operations involving water and sewer system maintenance and repairs.
- Conducts safety inspections of vehicles and equipment, set up traffic safety devices such as cones, signs, and barricades as necessary. Redirect traffic as needed. Wear protective and safety gear as indicated for the work assigned.
- Prepares, gathers and transports tools, materials, supplies and equipment necessary to complete work assignments.
- Cleans and repairs work site upon completion of construction including laying grass, replanting trees, and washing down the street.
- Perform difficult manual labor and skilled tasks that require use of lifting heavy objects, stooping, bending and twisting.
- Troubleshoots and identifies water and wastewater flow problems, performs corrective action.

- Assist/Backup Meter Technician when needed – cut-offs and reconnects at water meters – also read meters, sewer backups/water leaks.
- Perform on-Call duties as assigned, including rounds.
- May be actively involved in emergency operations.
- Performs other duties as assigned.

**Qualification Requirements:**

- Thorough knowledge of regulations, policies and procedures that apply to streets and parks operations.
- Knowledge of office administration practices, procedures and personnel management.
- Formulate, implement, and administer policies and procedures for effective fiscal control.
- Establish and maintain an effective and respectful work relationship with City officials, city staff, vendors and the general public.
- Demonstrate excellent public relations and customer service skills.
- Convey a positive professional image by action, communication and appearance.
- Advanced interpersonal skill to handle sensitive and confidential situations and documentation.
- Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work.
- Able to perform multiple tasks efficiently and applies knowledge of procedures to fulfill essential job duties.
- Make independent judgments that have highly significant impacts on the organization.
- Ability to deal with frequent change, delays or unexpected events.
- Manage emergency situations and use good judgment in determining proper response.
- Communicate effectively in the English language, present ideas and concepts with clarity, and prepare and make effective oral and written presentations
- Meet deadlines and perform multiple tasks under pressure.
- Proficiently use computers and Microsoft Office.
- Exhibit regular, reliable and punctual attendance which is an essential function of this job.
- Attend City Council and other meetings as directed by the Public Works Director.
- Basic mathematical skills.
- Safety standards applicable to maintenance tasks performed in the department.
- Basic knowledge and familiarity in automotive/mechanical repair.
- Ability to operate tools and equipment.
- Identify and dispose of obsolete inventory according to municipal controls for disposal.
- Contribute to team effort by performing other duties as assigned.

**Education/Experience Required:**

- High School diploma/GED required.
- One (1) years of experience in maintenance/construction or equivalent experience.
- Must be able to obtain TCEQ Water Operator Class D Distribution License or TCEQ Wastewater Collection Class I License in 6 months.
- Any similar combination of education and experience.

**Other Requirements:**

- Valid Texas Class C Driver’s License with satisfactory driving record, as defined by City policy.
- Proof of citizenship and/or eligibility to legally work in the United States.

**Preferred Certification:**

- First Aid and CPR/AED
- Additional certifications or training related to Utilities

**Supervisory Responsibilities:**

No

**Working Conditions:**

The work condition characteristics describe here are representatives of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A portion of work takes place in an outdoor setting in extreme temperatures including heat, cold, temperature swings and inclement weather. Subject to sunburn, and other sun exposure reactions.
- Exposure to traffic, dust, fumes, and loud noise that are routinely encountered in maintenance operations.
- Exposure to vibration, airborne particles, petroleum distillates, toxic or caustic chemicals, dust, fumes, loud noise and risk of electric shock. May be exposed to falls from elevated areas.
- Exposure to herbicides, pesticides and fertilizers.
- Exposure to stinging and biting insects, poisonous plants, snakes and other wildlife.
- May encounter occasional stressful situations.
- Work includes response to emergency situations, some weekends, holidays and some after hours. Attendance usually required at City Council meetings, most which occur after hours.
- Work requires travel to purchase supplies or parts; or may require travel to attend training or conduct City business that could include overnight stays.
- Flexible hours, including week-ends, holidays, and some after-hours work or overtime work in response to emergency situations or repairs.

**Physical Requirements:**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must possess the ability to access remote sites that may require climbing and traversing rough terrain, possibly in all weather conditions.
- Must be able to drive a vehicle to oversee projects, perform inspections, respond to after-hour calls, and other functions as needed. Must be able to sit, stand and walk for extended periods of time while working in office or on maintenance or repair projects.
- Must be able to use step-stools or ladders and use such to store and retrieve items of various sizes, shapes and forms.
- Lift and/or carry up to 80 pounds, and pull, push or drag up to 150 pounds of files, equipment and/or other materials.
- Must possess general manual dexterity to operate computer, equipment, tools, controls or other objects; reach with hands or arms.
- Must possess mental acuity for attention to accuracy and detail.
- Must see in the normal visual range with or without correction.
- Must hear in the normal audio range with or without correction.
- Must be able to hear clearly when working around equipment and traffic.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This description reflects management's assignment of essential functions; it does not proscribe or restrict the tasks that may be assigned.

This job description is subject to change at any time.

City of Manor is committed to compliance with the American Disabilities Act & Accommodations Act. If you require reasonable accommodation during the application process or have a question regarding an essential job function, please contact the Human Resources Department at (512) 272-5555.

**The City of Manor is an Equal Opportunity Employer**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_