



# Job Description

**Job Title:** Utility Worker I

**Reports to:** Crew Leader

**Direct Reports:**

None

**Pay Grade:**

1

**Does this position include access to sensitive confidential information?**

Yes       No

**Does this position include access to, or handling of, ACSA funds?**

Yes       No

**FLSA Status:**

Exempt       Non Exempt

**Background Check Required?**

Credit       Criminal  
 Physical       DMV

**Position Summary:**

Performs difficult skilled maintenance or construction work; does related work as required. Repairs, replaces and installs water and sewer pipes, fire hydrants, and other similar infrastructure. Makes water connections, sewer connections, repair and raise manholes. Rods and flushes sewer lines, assists on CCTV van and performs assigned landscaping assignments.

Required to operate all vehicles and equipment. Requires computer skills to fill out leave slips, access GIS maps and fill out reports as necessary.

Employees must be available to respond to Emergency Incidents upon request on nights, holidays and weekends.

***Duties and Responsibilities:***

<b><i>Dimensions-</i></b>	<b><i>Tasks-</i></b>	<b><i>Effort-</i></b>
Routine Maintenance	<ul style="list-style-type: none"><li>● Installation and repair of water and sewer lines</li><li>● Assist with asphalt and concrete repairs</li><li>● Maintaining and clearing of right-of-ways</li></ul>	50
Operation and maintenance of vehicles and equipment	<ul style="list-style-type: none"><li>● Operates dump trucks</li><li>● Operates tampers, pipe saws, chainsaws, compaction equipment, asphalt roller, jack hammer</li><li>● Operation of mowers and weed eaters</li><li>● Operate backhoes and forklift when needed.</li><li>● Service and routine maintenance of vehicles and equipment.</li></ul>	20
Safety	<ul style="list-style-type: none"><li>● Practice proper work zone setup.</li><li>● Adhere to and follow safety policies</li><li>● Keep PPE available and properly maintained</li><li>● Attend required safety training</li></ul>	15
Other	<ul style="list-style-type: none"><li>● Work on landscaping and ground maintenance</li><li>● Assist with hydrant and valve maintenance</li><li>● Assist other departments</li><li>● Perform routine carpentry and painting</li><li>● Assist with pump station repairs and maintenance</li><li>● Other duties as requested.</li></ul>	15
<b>Total</b>		100

<b>Qualifications:</b>	
<b>Education:</b>	<u>None Required</u>
<b>Years of Experience:</b>	<u>Less than 1 year</u>
<b>Specialized Knowledge, Skills and Abilities (KSAs):</b>	<p>Possession of a valid drivers permit issued by the Commonwealth of Virginia supplemented by a Class A Combination Vehicle Endorsement.(If employee does not have CDL when hired employee must obtain CDL Class A Learners within 6 months of hire)</p> <p>Required knowledge of computer and GIS system.</p>
<b>Professional Licensures and Certifications:</b>	<p>NIMMS Training  16 Hour Asbestos Operation and Maintenance Certification  Basic Work Zone Safety  VDOT Flagging Certification  Confined Space</p>
<b>Other Characteristics:</b>	<p>Regular and reliable work attendance is necessary. Ability and commitment to respond upon request to assist with after hours emergencies.  Must be self motivated to keep busy and not wait to be told what to do.  Must be able to pass Drug/Alcohol testing.</p>

**Working Conditions, Exposures & Physical Requirements:**

*Must have the use of sensory skills in order to effectively communicate and interact with other employees and public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various pieces of construction equipment. Position require significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, pushing, pulling and handling. Ability to enter and exit confined spaces such as trenches, manholes, meter vaults, and wet wells; ability to lift up to 100 pounds. Must be cleared by a certified physician to wear a full or half face respirator, for work with asbestos-cement pipe. Physical ability to use all required personal protective equipment. Must be willing to respond and work in all weather conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.*

Department Head Approval:	<input type="checkbox"/> Do Not Approve <input checked="" type="checkbox"/> By checking this box, I accept and approve this job description  Michael Lynn Operations Manager
Date Approved:	10/9/2014
Reviewed ( <a href="#">HR to complete*</a> ):	10/9/2014