

City of Cañon City, CO
Position Description

Class Title: UTILITY MAINTENANCE WORKER

Job Code: 6405
Range: 37

Department: Public Works--Water Distribution
Reports to: Water Distribution Supervisor

SUMMARY:

Under general supervision, performs a variety of semi-skilled and unskilled utility maintenance and repair duties for the City of Cañon City.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Assists with constructing and repairing water lines, tapping water lines, installing water meters, and setting water hydrants. Performs routine and preventive maintenance and minor repairs on tools and equipment, including cleaning. Uses hand tools such as jack hammers, flaring tools, welders, leak detection devices, air monitoring devices, breathing apparatus, grinders, and probes as required.

Performs related maintenance duties such as checking for leaks, water sampling, disinfecting, hydrant flushing, valve exercising, and pressure checks as required. Performs traffic control in and around work zones. Completes daily work reports and other paperwork. Some positions operate equipment such as dump truck and water truck. Participates in on-call rotation for after-hours and weekends.

Reads water meters for residential and commercial billing cycles. Performs customer service duties for water customers including re-reads, water leak checks, service turn on's/off's, delivering water shut off notices, taking final meter readings, and confirmations of water service status. Installs new water meters upgrades data collection systems on existing meters. Repairs and replaces water meters, registers, and remote wiring. Locates underground water utilities as requested. Performs related duties as established by law or ordinance or as reasonably directed by the City.

QUALIFICATIONS:

Education/Experience:

High School Diploma or equivalent; one year of experience in construction, general labor, agriculture, or related field; or any equivalent combination of education and experience.

Licensing/Certification Requirements:

Colorado Class 'B' Commercial Driver's License with a Tanker Endorsement and Air Brake Endorsement. Class I Water Distribution certificate.

Knowledge of:

- The mission, policies, goals and procedures of Cañon City relating to Water Distribution division of Public Works Department.
- The practice and methods of leading workers in utility construction, repair and maintenance.
- The practice and methods of traffic control for crews working in the streets and rights-of-way.
- The practices and methods of water distribution system operation.
- Regulatory requirements regarding water distribution systems.
- The safe use of tools and equipment used in water distribution system construction, maintenance and repair, including generators, pumps, trenchers, boring equipment, colorimeter, underground utility locator,

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chlorine testers, torches, flaring tools, welders, self contained breathing apparatus, leak detection devices, air monitoring devices, grinders, and probes.

- Safe use of hand tools and power tools such as cutters, chain saws, shovels, and rakes.
- Material Safety Data Sheets for hazardous materials used in water distribution operations.

Skill in:

- Performing utility construction, maintenance and repair duties.
- Operating equipment such as generators, pumps, dump trucks, trenchers, boring equipment, utility locator, chlorine testers, and torches.
- Performing duties such as constructing and repairing water lines, tapping water lines, installing water meters, checking for leaks, water sampling, disinfecting, pressure checks, and setting water hydrants.
- Creating maps, and "as-built" drawings.
- Utilizing hand tools such as jack hammers, flaring tools, welders, leak detection devices, air monitoring devices, breathing apparatus, grinders, and probes.
- Overseeing traffic control in and around work zones.
- Performing routine and preventive maintenance and minor repairs on equipment, including cleaning equipment.
- Communicating verbally and in writing.
- Establishing effective relationships with employees, government officials, news media representatives, contractors, vendors, and the public.

Physical & Mental Requirements:

While performing the duties of this job, the employee is regularly required to sit, walk, stand, stoop, kneel, reach, talk, hear, and see, using close, medium range, and distance vision. The employee is often required to work with and around construction machinery. The employee is often required to work in public streets and rights-of-way. The employee is often required to drive and traverse uneven terrain. The employee is sometimes required to work in dirty and dusty locations and in adverse weather conditions. The employee is sometimes required to work at height or in pits/trenches. The employee is sometimes required to lift and carry up to 100 lbs. The employee is occasionally exposed to extreme weather conditions, including lightning. The employee is occasionally exposed to toxic chemicals including chlorine gas.

FLSA Status:	<input type="checkbox"/> Exempt-Salaried	<input checked="" type="checkbox"/> Non-Exempt Hourly
Date of Original:	10/18/06; prepared by PSPC	
Date Adopted:		