

Public Works Commission
Of the City of Fayetteville, North Carolina 28302

Position Classification Plan
Job Description

TITLE: W/R UTILITY WORKER **GRADE: 402**

TITLE ABBREVIATION: W/R UTILITY WORKER **EEO CODE: 8** **CODE: W6857**

FLSA CODE: HR **REVIEWED DIR HUMAN RESOURCES:** **DATE:**

DIVISION: WATER RESOURCES **DEPARTMENT: W/R CONSTRUCTION & MAINTENANCE**

SUPVR'S TITLE: DESIGNATED **APPRVD CEO/GM:** **DATE:**

SUMMARY OF RESPONSIBILITIES: This class is responsible for working as a member of a crew engaged in activities related to the water distribution and sanitary sewer collection systems' construction, maintenance and rehabilitation. Responsibilities include, but are not limited to, installing/maintaining/repairing water and sewer lines, services, valves, fire hydrants, commercial/industrial meter vaults and piping, manholes and other related water and wastewater system assets; measuring depth/sizes of manholes/pipes; entering manholes, sewer pipes, meter vaults and other confined spaces; assists in performing flow tests and setting pressure monitoring equipment; may operate heavy machinery including dump truck, sewer jet/vacuum truck/backhoe as well as other related vehicles and equipment in performing skilled and semiskilled duties; may interact with customers and general public in performing required duties. Operates under direct supervision, in accordance with established policies and procedures. Extended hours, weekend, and on-call/call-back availability are required. Work hours subject to change. Performs related work as required.

ESSENTIAL FUNCTIONS:

1. Adheres to safety rules; operates and maintains assigned equipment safely/efficiently; no lost time accidents occur;
2. Responds to customer's (internal and/or external) concerns and complaints in a professional/timely manner; refers concerns/complaints to supervisor, when appropriate; maintains composure at all times;
3. Assumes responsibility for personal productivity and quality of work; recognizes/communicates problems and suggests solutions to supervisor;
4. Maintains 98%, or greater, attendance percentage average for four (4) quarters of performance review period;
5. Carries out directions; follows through and completes assignments in acceptable time frames; applies technical and procedural know-how to get the job done in an acceptable manner; adjusts behavior for the effective use of time and resources;
6. Effectively supports co-workers in establishing and achieving objectives while showing courtesy and respect toward others;
7. Assumes responsibility for managing personal time/schedules/deadlines; advises supervisor of any conflict which may inhibit departmental/unit/section obligations; observes established rules/policies;
8. Communicates ideas/information for improving production/procedures/cost control;
9. Coordinates time off/time away from work site with immediate supervisor to minimize disruptions to the unit/crew/section/department;
10. Takes initiative to accomplish goals; demonstrates ability to learn on the job; maintains appropriate skills for the position.

W/R UTILITY WORKER: continued

EQUIPMENT OPERATED: Manual/power construction tools and machinery, testing equipment, heavy construction equipment, vehicles, communication, and other equipment as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of safety rules, regulations, procedures, principles and practices involved in the construction, maintenance and repair of water/sewer utility lines, structures and appurtenances; working knowledge of the tools/materials/equipment used in the construction, maintenance and repair of water/sewer utility lines, structures and appurtenances; knowledge of municipal water and sewer service policies/procedures; skill in the use of hand tools and specialized equipment; ability to read drawings, plans, maps; ability to enter confined spaces; ability to prepare/maintain records; ability to communicate effectively both orally and in writing; ability to develop and maintain effective working relationships with all levels of employees and the general public.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma required. A minimum of one (1) year of experience in construction/maintenance related utility work desired.

SPECIAL REQUIREMENTS: Must possess/maintain a valid North Carolina Class A Driver's License (CDL), within six (6) months of employment in the position. **When employed in the W/R Construction Department (Sewer Crew Section)** must also possess/maintain a Tanker Endorsement to the Class A Driver's License (CDL) within the specified timeframe.

PHYSICAL REQUIREMENTS: Must be able to perform the essential functions of the position.

SAFETY HAZARDS: Inclement weather, fluctuating temperatures, water borne pathogens, confined spaces and exposure to chemicals, dust fumes, gases, loud noises, electrical current odors, oils and other hazards associated with construction and maintenance of water/sewer utilities and appurtenances.

PROTECTIVE EQUIPMENT: As required in the Public Works Commission's Safety Manual.

EMPLOYER'S RIGHTS: This job description is general and illustrative of the kind of duties required of this position. It is not exhaustive and does not contain a detailed description of all the duties that may be assigned to the incumbent occupying this position.