*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are* ***not*** *intended to reflect all duties performed within the job.*

**DEFINITION**

Perform a variety of duties in the inspection, operation, installation, maintenance and repair of City water distribution and wastewater collection systems; operate specialized equipment in the cleaning and maintenance of water distribution and sewer systems; perform other similar duties.

**Job Classification**

Non-Exempt, Safety Sensitive

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Utilities Maintenance Supervisor.

**PRIMARY DUTIES**--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

1. Perform a variety of duties in the inspection, operation, installation, maintenance and repair of City water distribution and wastewater collection systems; operate specialized equipment in the cleaning and maintenance of water distribution and sewer systems.

2. Perform general maintenance on assigned equipment; conduct proper pre-trip inspections; check fuel, oil, and water levels; check mechanical functions of assigned equipment; inspect equipment during operation and make minor operating adjustments.

1. Utilize asset management and GIS software to maintain accurate information regarding distribution and collection system assets as assigned.
2. Perform work in emergency situations; respond to calls for emergencies after regular work hours.
3. Respond to inquiries, concerns, and complaints from other staff and the general public; investigate leaks, pressure situations, backups, and other problems; resolve issues in an efficient manner.
4. Identify and prepare supplies and equipment for assigned projects; inform supervisor of equipment conditions and needed repairs; maintain parts, tools, materials, and equipment inventory; provide information for ordering needed supplies, equipment, and tools.

1. Maintain daily records of inspections, readings, and work completed on assigned water operations, collection lines, utility lines, catch basins, and other structures; create and maintain maps and drawings of sanitary and storm water collection systems; track work orders and progress; archive records related to utility lines; generate basic reports related to usage and loss.
2. Set up safe and effective traffic control, including street barricades and cones, prior to the performance of maintenance and construction activities to ensure public and worker safety through work zones; direct and control traffic around work sites.
3. Perform other duties of a similar nature or level.

**When Assigned to Water Distribution Operations:**

1. Install, inspect, clean, and maintain water lines, meters, pressure valves, water taps, hydrants, water distribution systems, irrigation equipment, water flow lines, and other assigned distribution systems or equipment; identify problems and notify appropriate departments.
2. Repair water and sewer main breaks; flush and test pressure ratings of fire hydrants.

1. Perform hydro-excavating, pressure tests, utility and manhole locates, and water quality sampling as assigned; determine any environmental, atmospheric, or mechanical hazards to water supply; dig and shore up trenches and holes.
2. Install, test, and maintain commercial and residential water meters according to standards; read meters and tabulate water consumption data as assigned.
3. Collect water samples for laboratory testing; perform routine field water quality testing.
4. Operate a variety of equipment including dump trucks, loaders, backhoes, tractors, valve exercise machine, service line puller machine, power and hand tools, and other specialized maintenance and construction equipment.
5. Dig and shore up trenches and holes; weld pipe; operate valves and meters; investigate leaks, and pressure situations, and other issues that may occur.

1. Utilize specialty equipment to inspect the condition of water distribution systems including listening devices for leak detection; locate lines and taps using electronic locators.

**When Assigned to Wastewater Collections Operations:**

1. Install, inspect, clean, and maintain sewer lines, lift stations, and other assigned collections systems or equipment; identify problems and notify appropriate departments.
2. Investigate leaks and backups, and other issues that may arise; test atmospheric hazards in sewer lines; contain, correct, and clean up sewer overflows; address public concerns and questions.
3. Operate a variety of equipment including dump trucks, loaders, backhoes, tractors, high velocity jetter and vacuum trucks, power and hand tools, and other specialized maintenance and construction equipment.
4. Utilize and operate specialty equipment including video equipment to inspect the condition of sewer, storm, collection, and irrigation lines and systems; inspect pipes for structural integrity, defects, separations and debris that would affect the flow of the system; evaluate and rate all lines inspected to determine their overall condition and need for replacement or repair.

1. Create Digital Video Records and logs of all lines inspected; prepare accurate records and reports regarding the structural integrity of the City's storm drain lines, and wastewater collection system.
2. Locate lines, taps and manholes using electronic locators, metal detectors, CCTV, and dye.

**QUALIFICATIONS**

**Knowledge of:**

Operational principles of water distribution and wastewater collection systems.

Operational and maintenance characteristics of specialized equipment utilized in water distribution and wastewater collection systems.  
Safe driving techniques; traffic laws, ordinances, and rules involved in heavy equipment and truck operation.  
Methods, standards, techniques, materials, equipment, and tools used in the installation, maintenance, and reconstruction of systems, equipment, and facilities in distribution and collection systems.  
Principles of maintenance and repair as related to the operation of specialized equipment.

Occupational hazards and standard safety precautions.  
Proper trenching and shoring practices and procedures.  
City geography and street locations.  
Customer service procedures and principles.  
Principles and practices of record keeping.  
English usage, spelling, grammar, and punctuation.  
Modern office technology and equipment, including computers and related software applications.  
Applicable tools and equipment operations.  
Applicable Federal, State and local codes, laws and regulations.

**Ability to:**

Perform operation, maintenance, construction and repair work in water distribution and wastewater collection systems.  
Use and operate hand and power tools, vehicular and stationary mechanical equipment, and other equipment required for the work in a safe and efficient manner.  
Perform required maintenance or repair of specialized equipment operated.

Evaluate and rate water and sewer lines inspected to determine their overall condition and need for replacement or repair.  
Read and interpret basic maps and blueprints.  
Understand and follow oral and written instructions.

Maintain accurate records and prepare clear reports of inspections conducted. Communicate clearly and concisely, both orally and in writing.  
Respond to requests and inquiries from the general public and City employees.  
Establish and maintain accurate records, logs, and files.  
Interpret and apply Federal, State and local policies, laws and regulations.  
Operate and use modern office equipment including computer and various software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Minimum Requirements:*

**Experience:**

Two (2) years of increasingly responsible experience in general labor, maintenance, and/or repair and construction of water distribution or sewer collection systems.

**Training:**

High School Diploma or G.E.D.

Other combinations of experience and education that meet the minimum requirements may be substituted.

**License or Certificate**

Possession of, or ability to obtain within 90 days of hire, a valid Colorado Class “A” Commercial drivers license.

Possession of, or ability to obtain within five (5) years of hire, Collections or Distributions IV certifications, depending upon certification level at time of hire.

**WORKING CONDITIONS**

**Environmental Conditions**:

The job is performed in the following working environment:

Field environment.

The following condition(s) may be present on a continuing basis:

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| --- |
| Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.) |
| Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation) |
| Hazardous materials (chemicals, blood, and other body fluids, etc.) |
| Extreme temperatures |
| Intense noise |
| Local Travel |

**Physical Conditions**:

The job is characterized by:

|  |
| --- |
| **Heavy Work**: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. |

The following physical activities are very or extremely important in accomplishing the job’s purpose and are performed on a daily basis:

Position requires hearing, talking, sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping, and making repetitive hand movements. The position requires both near and far vision for inspecting work and operating assigned equipment. Lifting, carrying, and pushing tools, equipment and supplies weighing 50 pounds or more is also required. Materials and chemicals may expose the employee to fumes, dust and air contaminants. Job may require work in confined spaces. The nature of the work also requires the incumbent to climb ladders, use power and noise producing tools and equipment, and work in heavy vehicle traffic conditions. The employee regularly works in outside weather conditions, near moving mechanical parts. The employee is frequently exposed to wet or humid conditions, vibration, and street traffic. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.