

JOB TITLE: UTILITY MAINTENANCE WORKER II (Hourly: Non-exempt)

ACCOUNTABILITY: Under the direction of the W/WWTW Superintendent or supervisor Facilities Maintenance Supervisor.

NATURE OF WORK: This is skilled service work in the repair and maintenance of diversified Water/Wastewater equipment and infrastructure. Work involves efficient and orderly performance of such customer services as complaint investigation, water main tapping, locating, inspection as well as maintenance of the water services. Requires the use of the usual maintenance tools and also the use of special types of tools, gauges and machinery. Periodic assignments may require actual operation of Water/Wastewater processes as a requisite for completing maintenance activities or during emergency situations. Employees of this class are expected to use considerable independent judgment in carrying out familiar and routine assignments and work may be reviewed in progress and on completion. Supervision may be exercised over subordinate employees, including the assigning of tasks and inspection of work.

EXAMPLES OF WORK PERFORMED: Oversees the operations of the Wells and Water Tower buildings and land including housekeeping and general maintenance. Monitors and flushes fire hydrants, exercises distribution valves, checks on contractors and notes on the map new service installations. Answers customer calls for locates. Performs maintenance on the collection system by Jet cleaning Sewer mains and checks and maintains manholes. Install, change out and read meters. Is responsible for the repair of service main breaks and malfunctioning equipment. Responds to emergency service calls, customer service complaints and corrects problems if possible. Performs routine preventative maintenance tasks on equipment and makes recommendations for updating procedures for the preventative maintenance program; performs repairs in accordance with work order instructions, equipment operating and maintenance manuals, blueprints and sketches. Documents completed maintenance activities and/or maintains equipment records in computerized maintenance management system. Uses the computer system to maintain files on all maintenance related operations. Coordinates maintenance activities with Supervisor so that distribution, treatment and collection processes are not disrupted. Is responsible for the overall maintenance operations of the Municipal Swimming pool. Including startup and shut down as well as general maintenance as well as final winterization efforts. Diagnoses, adjusts, repairs and services a wide variety of specialized mechanical and/or electrical equipment including pumps, motors and power units; troubleshoots malfunctions and prepares lists of needed parts. Assists in clean-up of general maintenance work areas and areas where repair and maintenance tasks have occurred. Operates heavy equipment. Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS: Thorough knowledge of the municipal water main network and ability to locate mains, pipes and meters. Thorough knowledge of meter requirements, City water ordinances and departmental policies affecting the public. Thorough knowledge of the usual maintenance tools, and the use of special types of tools, gauges and machinery used in repair, servicing and maintenance. Knowledge of the operating principles and science of water/wastewater treatment. Knowledge of established routines, practices and operation of equipment related to measuring and testing of water/wastewater plant processes. Knowledge of work hazards and safety precautions to be taken. Ability to assess and maintain operations as it relates to meeting established standards; to recognize and remedy malfunctions and disorders; and to act quickly and accurately under emergency conditions. Ability to determine equipment efficiency or condition by inspection as it relates to original design standards. Ability to detect by inspection any worn, defective or improperly adjusted part of the equipment. Ability to follow oral and written instructions and to keep records of repair and service operations. Ability to establish and maintain effective working relationships with co-workers and the general public.

Ability to read equipment manuals and work from blueprints and specifications. Skill in the use and operation of specialized tools and equipment of the trade.

DESIRABLE TRAINING AND EXPERIENCE: Specialized vocational/technical school training and thorough experience as a Utility Service Worker I, including considerable experience in the repair and maintenance of specialized and standard equipment found in a Water/Wastewater operation and certifications.

MINIMUM QUALIFICATIONS: Graduation from a senior high school or equivalent plus considerable technical experience in the inspection and repair of water services and backflow certifications.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid Nebraska Class III Water Plant Operator Certification. Possession of a valid Nebraska driver's license and CDL License is necessary for the satisfactory performance of assigned duties. May also be required to obtain a CDL with a tanker license. May also be required to obtain and maintain a Grade 6 Backflow Technician certification; or a CDL with a tanker license; and a Grade 2 Water certification, or a Grade 3 Wastewater Operator certification.

PHYSICAL REQUIREMENTS: Ability to work in inclement weather conditions; ability to lift up to 50 lbs.; ability to operate hand and power tools; ability to work in confined areas and near bodies of water; ability to climb ladders; ability to lift, carry, push and pull heavy equipment and tools.

~~August 2005~~

November 2012