

Job Title: Maintenance Worker II Water

Supervisor:

Incumbent(s):

Responsibility and Accountability

Functional responsibilities	Method of accountability
1. Maintain City water transmission system	Callouts limited, system functioning at 100%
2. Maintain City sewer collection system	System functioning at 100% callouts limited
3. Maintain the City pressure reducing valves rebuild and adjust	Charting of water pressure to stay within certain parameters

Most important frequently occurring tasks	Percentage of total time consumed by this task	Purpose and desired outcome of the task	How often is this task performed (Daily, Weekly, Monthly)
1. Changing meters and installing new meters	53%	Replace inoperable meters	Daily
2. Interface with local contractors on location of underground utilities and best methods for hookup	22%	Timely fulfillment of contractor requests, safe installations and efficient hookups	Daily
3. Design, installation and repair of water delivery and sewer system	5%	Install utilities to City code. Utilities function properly	Monthly
4. Rod Sewers operate sewer rodding machine	4%	Unclog backed up sewers	Weekly
5. Fixing water line leaks includes the operation of backhoe, front-end loader, 6 wheel dump and ditchwitch trencher	4%	Get to actual work area quickly, safely and without damage to other utilities	Monthly
6. Hot taps, Mueller hot tap machine	4%	Establish new service or fire line into new building	Monthly
7. Repair of plumbing within any city building	4%	Repair or plumb project to spec and code	Monthly
8. Repair and service fire plug	4%	Restore Fire Safety water pressure	Twice per month
9. Total	100%		

Public Safety

Tasks that impact public Safety and health	Please explain the purpose and desired outcome of the task	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Unplug sewer to avoid sewer backup	Limit public exposure to raw sewage	Weekly
2. When changing meters not to contaminate culinary water	Keep water system clean	Daily
3. Coning and traffic management for work sites, flagging certification	Traffic flow and accident avoidance	Daily

Customer Service

Tasks	Purpose and desired outcome of the task	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Sewer Plug up	Restore sewer running	Weekly
2. Water leaks	Repair water lines and notify home owners	Weekly
3. Water line locations	Contractors and citizens discuss location of lines	Daily
4. Meter Changes	Contact customer about meter changes	Daily
5. Customer call for sewer odor	Talk to customer that sewer lines are running and time will take care of it, take some action to show them we are working on their problem	Bi-weekly
6. Customer calls for water pressure problems and leaks	Gauge pressure from house and talk to them, may increase city pressure	Daily during watering system

Indirect customer contact (over the phone or by mail)

Tasks	Purpose and desired outcome of the task	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. When phone rings, whoever is there answers it, complaints on garbage and trash	Take a message, arrange to have the complaint resolved	Daily

Knowledge, Experience, Education and Certification

Knowledge: Working knowledge of plumbing, mechanical, pipe threads and customer interaction.

Experience: Three years experience in plumbing and mechanical installation and repair including customer interaction.

Education: There is no educational requirement for this job

Certification: Nevada Water Distribution Certification and CDL

Recertification: Physical exam and subject to random drug testing

or

any equivalent combination of education and experience

Leadership (management and supervision)

Supervisor (name)	Title	Employees reporting to this supervisor
None		

Employee (name)	Title
None	

Leadworker to:	Title

Performing Different Jobs

Tasks performed outside of normal Job	Purpose and desired outcome of the task	Percentage of total time consumed by this task	How often is this task performed (Daily, Weekly, Monthly)
1. On call assignment, 24 hour standby rotate weekly, on call can include storm drains and any question that may need inspection	Respond to after hour emergencies, water and sewer, diagnose problem and identify how to get the problem fixed	5%	Any one person will have it for a week once per month
2. Respond to emergency situations	Control situation quickly and restore utilities as soon as possible	1%	As required
3. Garbage pickup	Meet customer needs	1%	Monthly

Job Hazards

Tasks	How performance of the task can cause harm to personal health or safety.	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Working on a Street	Being struck by a vehicle	Daily
2. Working with raw sewage	Viral encephalitis	Weekly
3. Heavy Equipment	Injury from equipment	Daily
4. Working in trench	Cave ins	Monthly

Problem Solving Complexity

Problem you have experienced	Solutions you came up with	How you arrived at the solutions	Who approved the solution
1. Changing meter and replacing gasket	Try alternative solution without having to change the service	Experience	Self
2. Dealing with the public who are angry	Take another person with us and try to calm the person and get problem resolved	Experience	Self

Physical demands: Frequent lifting heavy objects, often combined with bending, twisting, working above ground or on irregular surfaces.

Job Title: Maintenance Worker I Street Department

Supervisor:

Incumbent(s):

Responsibility and Accountability

Functional responsibilities	Method of accountability
Maintain streets and alleys	Supervisor job inspection and customer feedback

Most important frequently occurring tasks	Percentage of total time consumed by this task	Purpose and desired outcome of the task	How often is this task performed (Daily, Weekly, Monthly)
1. Asphalt street, repair rollers, steel vibra plate, compactor loader, backhoe grader, 6 wheel dump trucks	34%	Make roads safe for vehicle traffic	Daily
2. Grading and cleaning dirt alleyways (water truck)	25%	Reduce fire hazard, weeds and debris	Annual
3. Concrete flat work, jack hammer, concrete saw	17%	Make sidewalks safe for traffic	Monthly
4. Painting street, striping cross walks, curb signs, paint compressors, templates	7%	Safety of traffic control and street crossing	Annual
5. Installation and repair of street signs (infrequently fabricate signs)	7%	Vehicle traffic control	Monthly
6. Haul Dirt, debris	7%	Clear debris	Monthly
7. Clean gutters and storm drains	3%	Avoid flooding of storm drains	Annual
Total	100%		

Public Safety

Tasks that impact public Safety and health	Please explain the purpose and desired outcome of the task	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Traffic control flagging on construction sites	Safe vehicle flow around construction	Monthly
2. Asphalt street, repair rollers, steel vibra plate, compactor, loader, backhoe grader, 6 wheel dump trucks	Fill holes in street for safe driving. Repair imperfections in road.	Daily
3. Concrete flat work, jack hammer, concrete saw	Repair cracked and raised sidewalks to prevent trips falls	Weekly
4. Grading and cleaning dirt alleyways (water truck)	Prevention of fire and clear for traffic	Full time one quarter
5. Street painting, striping cross walks, curbs signs paint compressors templates	Control of traffic and pedestrians for safety	Weekly
6. Installation and repair of street signs (infrequently fabricate signs)	Inform public of traffic and parking requirements	Weekly

Customer Service

Tasks	Purpose and desired outcome of the task	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Interaction with general public	Answer questions and take care of complaints	Daily

Indirect customer contact (over the phone or by mail)

Tasks	Purpose and desired outcome of the task	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Customers needing a special garbage pickup with a set time.	Identify customer problem and get it resolved	Daily

Knowledge, Experience, Education and Certification

Knowledge: Heavy equipment operation, street traffic control, asphalt concrete patching

Experience: One year on the job experience equipment and concrete work

Education: There is no educational requirement for this job

Certification: CDL, flagging certification

Recertification: Physical exam and subject to random drug testing

or

any equivalent combination of education and experience

Leadership (management and supervision)

Supervisor (name)	Title	Employees reporting to this supervisor
None		

List the employees by name and title that report to you and for whom you are the direct supervisor.

Employee (name)	Title
None	

Leadworker to:	Title
none	

Performing Different Jobs

Tasks performed outside of normal Job	Purpose and desired outcome of the task	Percentage of total time consumed by this task	How often is this task performed (Daily, Weekly, Monthly)
1. Fix water service and main lines	Restore water to residents	4%	Monthly
2. Repair and replace water meters	Restore water, conserve water, and proper measure of water usage	4%	Annually
3. Rod sewers	Maintain sewer flow	2%	Weekly
4. Fix garbage dumpsters	Repair for usage	4%	Annually
5. Install Christmas lights and decorations	City support of Christmas season	1%	Annually
6. Dig red bag pit	Disposal of hospital waste	1%	Quarterly
7. Sand streets	Increase vehicle safety	1%	10 times a year
8. Pull wire for electricians	Assist electrical crew	5%	Monthly
9. Garbage pick up, fill-in drive and lift	Fill in for absent employees and avoid service disruption	10%	Weekly
10. Street Sweeper	Fill in for sweeper	5%	Semi Annually
11. Water high pressure tap, run tapping machine	Assist water crew and provide new service to customers	4%	Semi Monthly

Job Hazards

Tasks	How performance of the task can cause harm to personal health or safety.	Frequency of the task (Daily, Weekly, Monthly, Annually)
1. Working in traffic	Struck by car	Daily
2. Garbage pickup	Exposure to chemicals and mechanics of truck	Weekly
3. Working in the sewer exposed to raw sewage	Hepatitis, disease	Weekly
4. Operating heavy equipment	Tipping over	Daily
5. Heavy lifting 100 lbs.	Strains and pulls	Daily

Problem Solving Complexity

Problem you have experienced	Solutions you came up with	How you arrived at the solutions	Who approved the solution
1. Judging depths and amounts	Proper amounts	Experience	Self
2. Setting grades	Reading stakes and markers	Experience	Self
3. Judging distances, stopping and backing	Know the equipment and take time to do job safely	On the job experience	Self

Physical demands: Frequent lifting heavy objects, often combined with bending, twisting, working above ground or on irregular surfaces.