

**MAJOR FUNCTION**

This is semi-skilled work performing a variety of maintenance, construction, repair or location tasks involving water and sewer lines, valves, fire hydrants, mains and manholes, equipment pads, water and gas meters, and electric utility lines and/or conduits. Work may be performed with considerable independence within established guidelines or under the supervision of a superior, depending upon the area of assignment.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Installs transformer pads and secondary pedestals. Assists in installing primary and secondary lines. Assists in installing street and security lights. Installs and repairs electric line conduits, both PVC and galvanized, in the ground and up utility poles as high as ten feet. Operates various equipment such as a trencher and a directional boring machine to install utility line conduits. May train peers to install conduits, water/sewer lines or to operate equipment. Reads engineering plans to determine type, footage, and required location of conduits. May operate a backhoe to dig-up broken conduits or water/sewer lines that need repairs. Repairs leaks at meters or yokes, changes out old yokes and replaces under water pressure; adjusts meters in the field. Installs and repairs meters on fire hydrants and tests the reduced pressure back flow prevention assemblies before they are used by contractors. Checks high consumption complaints and water quality complaints. Drives a service/crew truck (e.g., vac, TV inspection, dump) as needed to perform assigned duties. In response to work orders or customer complaints, independently locates and raises manholes and valves; digs up, repairs, or replaces leaking or broken water/sewer lines, water meters and associated equipment. Restores the ground around roadways and rights-of-way to their original condition by backfilling, replacing sod, and other vegetation. Obtains supplies from the warehouse and keeps work truck stocked with required supplies. Uses a gauge to check water pressure. Operates boring (mole) machine, trencher, and tapping machine in the construction and maintenance of water and sewer lines, including force mains, gravity mains, 4" sewer service lines, and water/sewer taps. Assists in traffic control around job sites. Keeps job site clean and vehicles/equipment in good working order. Assists in the construction and maintenance of gas mains and services. Applies coating to gas lines to obtain cathodic protection. Wraps pipe with insulation. Uses instruments to check for proper installation of anodes. Uses various specialized equipment such as anodes, test leads, test lead boxes, and jumpers. Purges gas lines of air to prevent explosion. Repairs gas lines. Repairs gas meters. Cuts and lines up pipe for a welder to join. Assists in the processing and logging of work orders. Tests meters to verify accuracy. Cleans, paints and checks meters before they are returned to the field. Installs flow monitoring devices. Assists in field location and marking of water/sewer lines. Operates tamping and compaction equipment to compact backfill. Performs related duties as required.

**Other Important Duties**

Keeps accurate reports on daily work orders; uses metal locators to find covered meters; unloads pulled meters from truck and loads new meters to be set. Maintains files and logs pertaining to work assignments. Purchases meters from warehouse. Keeps meter shop clean. Cleans machinery with steam, solvent, or by washing and hosing. Assists in semi skilled work such as plumbing, carpentry, electrical, and carrying or lifting. Performs general janitorial work. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Working knowledge of the methods, tools, equipment, and materials used in (1) the location and raising of manholes or (2) installing water/sewer lines, valves, and fire hydrants or (3) natural gas distribution networks or (4) the maintenance and repair of water meters or (5) installation of

underground electric facilities. Ability to understand and carry out oral and written instructions. Ability to work during adverse weather conditions. Ability to work from sketches, blueprints and drawings. Ability to read field notes and maps. Skills in the use and care of pertinent tools and equipment.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and one year of maintenance or construction experience that includes mechanical repair and installation, or one year of experience that includes utility distribution or collection. Successfully completed studies beyond the high school level may be substituted at the rate of 30 semester hours or 720 classroom hours on a year-for-year basis for the required experience

Necessary Special Requirements

In accordance with the designation for positions assigned to this class, incumbents must, at the time of appointment:

Possess the appropriate State Commercial Driver's License (CDL) and endorsement(s); or

Possess a CDL permit and obtain the appropriate CDL and endorsement(s) within 60 calendar days from the date of appointment, as a condition for continued employment; or

Possess a valid Class E State drivers license and obtain a CDL permit within 60 calendar days from the date of appointment and obtain the appropriate CDL within 120 calendar days from the date of appointment, as a condition for continued employment; or

Possess a valid Class E State driver's license.

At the department director's discretion, certain positions may require employees to obtain a Back Flow Prevention Assembly Tester certificate within six months of employment, as a condition of continued employment.

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02-15-90  
03-05-92  
03-24-93  
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03-13-95  
03-26-96  
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05-05-04\*  
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