



Town of Ridgway

Job Description

Title:	Utility Maintenance Operator – Level 1	Code:	
Division:	Operations	Effective Date:	01/2016
Department:	Public Works	Last Revised:	

GENERAL PURPOSE

Performs a variety of **entry level skilled duties** related to the construction, installation, maintenance and repair of town utility and public works service systems including streets, water transmission and wastewater collection and treatment, rights-of-ways, parking lots, bridges, storm drain systems and irrigation. Participates in the maintenance of town parks, buildings, and recreational facilities as needed.

SUPERVISION RECEIVED

Works under the general supervision of the Utility Maintenance Operator Levels 2 or 3 or the Public Works Director.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Wastewater: performs field operations related to wastewater system installation and maintenance to ensure proper collection and treatment of residential wastewater; performs daily rounds at the water/wastewater treatment plants; assists with collection and submits routine monitoring samples for water/wastewater systems; performs sewer collection system installation, maintenance, and repairs; installs new sewer mains; taps mains to make service connections; repairs leaks in sewer system(s); maintains and cleans town sewer collection system main lines; assists with annual sewer main cleanings; inspects or TV's manholes and sewer lines to detect leaks or malfunctions; bolts leak-proof collars to mains to stop leaks; seals joints with cementing compound; opens clogged sewer lines using various pipe cleaning equipment; monitors wastewater treatment processes to ensure compliance with EPA/CDPHE effluent regulations and standards.

Uses various hand tools, power tools, long-handle tools, jackhammer, grinder, tapping machine, compaction and tamping equipment, rodding machine, etc and compressor, locating equipment, sewer jet,. Etc.

Water: performs day-to-day technical field operations related to water system installation and maintenance to ensure distribution of potable water to town residents; tests water volume and pressure; tests water supplies; draws water samples, tests chlorine and turbidity; operates backhoe and trenching equipment; performs installation or repair of water service connections, water lines and meters, performs fire hydrant flow tests; assists with repairs or replaces fire hydrants and plugged water meters; repairs water mains; cleans and maintains storage tanks and springs; thaws water pipes; repairs or replaces fire hydrants and water regulators; reads residential and commercial water meters; monitors treatment and storage of water supply using SCADA telemetry; performs data monitoring and logging for municipal reservoir; Assists with PRV maintenance and with backflow and cross-connect system

Operates a variety of hand tools and power equipment such as jack hammers, roller, tampers, compactors, compressors, packing machine, threading machine, tapping machine and tampers; assists with installation of new water lines using pipe threader, tapping machine, welder, pipe cutting saw, pipe and cable locator; repairs old water lines; tears out and repairs curb, gutter and street in locating and uncovering broken lines; sets meter boxes; builds extensions to raise or lower existing boxes as needed; cleans tools and equipment.

Streets: Repair and maintain drainage system, street and alley ways; operates a variety of heavy equipment and machinery such as grader, front end loader, and back hoe; operates light to medium equipment, including dump trucks, plow trucks, roller/compactor, street sweeper, etc. and other similar equipment in the construction, maintenance and repair of various street department projects and sites; performs cement work on flat surfaces, curbs, and gutter; grouts surfaces and joints; participates in work zone safety procedures; provides flagging as needed; assists in the installation of approved street signs.

Transports and places various construction materials such as sand, gravel, dirt, asphalt, etc.; performs patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance; debris collection, etc.; participates in work site safety procedures; sets up barricades, safety signs and signal equipment; checks and services assigned equipment; performs routine maintenance and emergency repairs; reports mechanical problems to the fleet manager? for repair.

Facility & Vehicle Maintenance: Performs routine maintenance functions as needed to ensure safe and efficient vehicle and equipment operations; follows general preventative maintenance schedules related to fluid levels, air pressures, electrical functions, hydraulics, etc.

Performs various skilled duties working on projects requiring concrete finishing, welding, carpentry, plumbing, and electrical operations.

Irrigation System: Performs seasonal restart of all irrigation systems on public properties; conducts periodic system checks ensuring proper irrigation operation and coverage. Practices water conservation practices; assists in the layout and installations of sprinkler systems; installs, tests, and maintains systems utilizing low voltage, hydraulic, or other operating features; performs seasonal including irrigation system winterization, flushing and charging systems in the spring; snow removal; winterization of park bathrooms; repairs other equipment and facilities.

Parks & Recreation: Performs various aspects of spraying programs related to the prevention or eradication of pests, fungus, and insects harmful to park plants, trees, shrubs and other environs; operates lawn mowing equipment; mows and trims grass, bushes and shrubs; assists in pruning activities on trees, shrubs and plants; removes dead, diseased, or injured trees; performs general landscape and gardening duties; performs various fertilization techniques; operates a variety of types of small and light equipment such as mowers, sod cutters, chain saws, pruning equipment, backhoe, loaders, trenchers, aeration tractor, and various hand tools; performs routine and regular maintenance on tools to assure efficiency and safety.

Participates in the construction and maintenance of playing fields; installs bleachers, dugouts, fences; assists with field preparations for scheduled events and games; performs construction of playgrounds, installs equipment; builds and maintains facilities, i.e., restrooms, pavilions, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school;
- AND
- B. One (1) year experience in construction, maintenance or repair of public works utilities systems;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of operating basic manual and power tools; the standard practices, methods, materials and tools necessary for pipe line construction and repair activities; pipe fitting procedures including water, sewer; the occupational hazards and safety precautions of trench work construction, confined space, and pipeline maintenance work; hazards common to heavy equipment operation; safety standards related to street construction and maintenance; material and methods of constructing roads, drain systems etc.; water supply and distribution systems; hazards associated with water treatment chemicals; wastewater and airborne pathogens; interpersonal communication skills.

Some level skill in operating a variety of hand, power and long-handled? tools; operating heavy equipment such as grader, dump truck, loader, backhoe, dump trucks, forklifts, plow trucks, vacuum truck, street patching machine, street sweeper, tap machine, locator, and sewer jet, etc.; snow operations including operating tandem with plow and spreader.

Some Ability to operate heavy equipment of various kinds under varying conditions; perform heavy physical labor; develop and maintain effective working relationships with co-workers; communicate effectively, both verbally and in writing; tolerate weather extremes in the work environment; ability to perform basic mathematical computations in reading and using various meters, gauges and related devices.

3. Special Qualifications:

Valid Colorado Commercial Driver’s License (CDL). May be required to be a certified flagger. Must be able to lift 50-75 pounds. Must pass a pre-employment background check and drug screen. Works weekends, evenings, holidays, responds to Public Works emergencies as required. Responds to snow shifts when called. Performs required on call weekend duty on a rotating basis. Works in confined spaces that require ventilation to protect against potential noxious gases and fumes.

4. Work Environment:

While performing the duties of this job, the employee occasionally works in high, precarious, or confined places. The employee regularly works near moving mechanical parts and in outside weather conditions and may be exposed to toxic or caustic chemicals and risk of electric shock. The noise level in the work environment is usually moderate. Must be able to exert up to 80 pounds of force occasionally and/or up to 45 pounds of force frequently to lift, carry push, pull, or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretch arms, legs, or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces, or physical structures. Essential functions require talking, hearing and seeing. Common eye, hand, finger dexterity are required. Performs essential functions in the public right-of-way. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Daily exposure to seasonal weather extremes and frequent local travel required in normal course of job performance. Required to wear protective safety gear and use safety equipment to protect against potential biohazards possibly encountered during performance of maintenance activities.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)