



### Job Description

<b>Title:</b>	Utility Maintenance Operator – Level 2	<b>Code:</b>
<b>Division:</b>	Operations	<b>Effective Date:</b> 01/2019
<b>Department:</b>	Public Works	<b>Last Revised:</b> 01/2016

#### GENERAL PURPOSE

Performs a variety of **working 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 Level 3 or Public Works Director.

#### SUPERVISION EXERCISED

May provide close to general supervision to Utility Maintenance Operator(s) I while in training or on a project-by-project basis.

#### ESSENTIAL FUNCTIONS

**Wastewater:** Performs field operations related to wastewater collection system installation, maintenance, and repair to ensure proper collection and treatment of residential wastewater; **under supervision may perform daily rounds at the wastewater treatment plants;** assists with collection and submits routine monitoring samples for wastewater systems; operates a variety of hand or power equipment, including tapping machine, jack hammer, compactor, rodding machine, etc.; Installs new sewer mains and lift stations; taps mains to make service connections; repairs leaks in sewer system(s); maintains and cleans town sewer collection system main lines and lift stations; assists with annual sewer main cleanings; inspects or TV's manholes and sewer lines to detect leaks or malfunctions; repairs leaks; opens clogged sewer lines using various pipe cleaning equipment.

**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 quality, volume and pressure; tests water supplies; draws water samples, tests chlorine and turbidity under direction of the ORC; performs PRV maintenance; maintains backflow and cross-connect system; operates backhoe and trenching equipment; performs installation or repair of water service connections, water lines and meters; performs fire hydrant flow tests; repairs or replaces fire hydrants and plugged water meters; repairs water mains; thaws water pipes; repairs or replaces water meters; reads residential and commercial water meters; performs data monitoring for municipal reservoir.



**Streets:** Repair and maintain drainage systems, streets 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; maintains flagger certification and provides flagging when needed; installation of approved street signs.

Transports and deposits various construction materials such as sand, gravel, dirt, blacktop, etc.; performs patching, storm drain cleaning, repair and construction, snow and ice control, gravel street maintenance; debris collection, street sweeping 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; general ROW maintenance including mowing and weed whacking, etc; reports mechanical problems to fleet supervisor for repair.

Maintains, repairs, replaces streetscape elements such as: benches, bike racks, trash/recycle receptacles, sculptures and public art, pedestrian light bollards; oversees maintenance, repair and replacement of town-owned street lights.

**Equipment:** Operates various hand tools, power tools, long handle tools, tapping machine, jackhammer, grinder, and compressor, compaction equipment, locating equipment, sewer rodding machine and jet equipment, and heavy equipment such as backhoe, motor grader, front end loader, skid steer, and dump truck.

**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.

General maintenance and repair of Town Hall and Town Facilities.

**Irrigation System:** Performs seasonal restart and spring flushing and fall winterization of all irrigation systems on public properties; conducts periodic system checks ensuring proper irrigation operation and coverage; Practices water conservation; assists in the layout and installations of sprinkler systems; with assistance selects line sizing, sprinkler spacing, type and control equipment; installs, tests, and maintains systems utilizing low voltage, hydraulic, or other operating features.

Mapping and GIS Development Maintenance: Provides input on the GIS map and provides street, stormwater, water and sewer utility system maintenance and update information for asset management; May perform GPS duties.

**Parks & Recreation:** Performs various aspects of spraying or treatment 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 and rights of way; 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, tractors, brush hog, 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, playgrounds, skate park, tennis courts, etc. participates in snow removal; maintenance and winterization of park bathrooms; repairs other equipment and facilities; Participates in trash pickup, branch pickup and composting operations.

**GIS Mapping:** Participates in development and management of GIS mapping systems for all Town utilities. Provides input on the GIS map and provides street, stormwater, water and sewer utility system maintenance and update information for asset management; May perform GPS duties.

Performs related duties as required.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school; plus possession of designated technical certifications;  
AND
- B. Three (3) 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:

**Working 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 and pipeline maintenance work and confined space; 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.



**Working 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.

**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:

Class I Water Distribution Certification, and Class I Wastewater Collection System Certification. Must possess a valid Commercial Driver's License (CDL-B) Must work flexible hours as needed, evenings and weekends.

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.

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**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.



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I \_\_\_\_\_ have reviewed the above job description.

Date \_\_\_\_\_  
*(Employee)*