City of Horn Lake – Public Works

Job Description – Utility Laborer I & II

**Purpose of Position**

 Responsible for assisting in the maintenance and repair of utility lines, utility taps, fire hydrants, meter change outs, and other work. May operate heavy and specialized equipment and perform maintenance repair and construction work on public works facilities and projects.

 The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

**Utility Laborer I - $10.00/hr.**

This is the entry level class of Utility Laborer series. Initially, under close supervision, incumbents learn and perform a variety of duties in maintenance, operations and repair of water distribution systems, and the maintenance of facilities. Incumbents at the Utility Laborer I level may reasonably expect to advance to the Utility Laborer II level through the promotional process by demonstrating the proficiency and meeting the qualifications of the higher level class.

**Utility Laborer II - $12.00/hr.**

This is the journey level class of the Utility Laborer series and differs from a Utility Laborer I in any or all of the following aspects. The tasks require the specialized knowledge, skills, and abilities pertaining to the safe operation and procedures of water distribution systems, repairs and heavy equipment. This class typically takes daily direction from a Utility Field Supervisor and participates in all aspects of maintenance and construction work within the Utility Department. At times, incumbents function independently or lead small teams thus requiring them to exercise individual initiative in safety precautions and independent decision-making.

**Major Duties and Responsibilities**

* Participates in manual labor associated with the operation, maintenance, repair and construction of the roadway system, including roadway, shoulder and sidewalk operation maintenance and construction
* Participates in the manual labor associated with the operation, maintenance, repair and construction of the storm drainage system
* Participates in the manual labor associated with the operation, maintenance, repair and construction of the water system
* Installs, tests, inspects, replaces, maintains and repairs water meters; tests, disassembles and cleans water meters
* Investigates customer’s complaints regarding water bills; identifies cause of excessive water consumption and advises customers of necessary repairs or alterations
* Performs skilled work in assembling, laying and aligning water distribution and wastewater collection mains and service lines
* Locates and repairs leaks
* Participates in the manual labor associated with the operation, maintenance, repair and construction of the sanitary sewer system
* Maintenance of Parks and Lawn as necessary
* Clean, maintain, and service water pumps, equipment and tool.
* Occasional operation of backhoe and front-end loader
* Read water meters; assist in building maintenance
* Performs mechanical work as needed
* Performs occasional welding
* Minor construction projects, carpentry, concrete, janitorial services
* Performs other duties as directed

**Knowledge, Skills and Abilities**

* Operate equipment properly and safely
* Operates trucks, trenchers, skip loaders, backhoes, compressors, tapping machines, and a wide variety of other motorized equipment; operates and uses a wide variety of hand and power tools
* Maintain equipment and vehicles properly
* Work as a team member with other employees
* Make decisions within specified time restraints
* Must have good communication skills; requires a calm demeanor in responding to customer questions/and or complaints, and dealing with the general public in everyday activities
* Work autonomously when necessary
* Deal with others in a professional manner
* Maintain professional composure in heated situations
* Knowledge of the principles, methods and procedures of maintenance and repair of water lines
* Knowledge of occupational hazards, safety standards and precautions, and city and state traffic laws, rules and regulations
* Knowledge of water system operations, plumbing and pipe-fitting
* Ability to establish and maintain effective working relationship with public and other employees
* Follow departmental and city procedures.

**Job Context**

 The Utility Laborer I and II is a full-time, permanent position in the Utility Department. The immediate supervisor for this position is the Utility Field Supervisor, followed by the Utility Assistant, the Assistant Public Works Director and the Public Works Director/Operations Director. The person in this position is supervised on a daily basis, and does not supervise. The Utility Laborer I and II works regularly-scheduled hours year-round, with slight to moderate overtime in outside weather conditions 95% of the time with 5% of work being completed indoors. There is exposure to chemicals and/or hazardous materials. The person in this position must have a valid driver license with a good driving record and a high school graduate degree and/or GED or, equivalent combination and experience required to perform the essential position functions. The stress level associated with this position is moderate.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

 **Physical demands**: While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl; lift; shoveling or dig.

 **Mental demands**: While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information and/or new skills. The employee is occasionally required to deal with dissatisfied individuals.

**FLSA:** Non - Exempt

**REPORTS TO:** Operations Director for Public Works, Assistant Public Works Director, Utility Field Supervisor, Utility Assistant.

**SUPERVISES:**  N/A

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Characteristics described in this job description are representative of those an employee encounters while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform them.

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Signature Acknowledging Job Description Date

\* Revision adopted 4/19/2016