

UTILITY WORKER

A position in which an employee operates and maintains the water supply and distribution system. Reports to the Public Works Director

DUTIES AND RESPONSIBILITIES

Under close supervision, receives training while performing the following tasks at the journeyman level:

A. Water System

Performs routine and/or emergency maintenance and operation of the Village water supply and distribution system while performing the following tasks:

1. Assists in all fields related to water production and distribution; installs, services, cleans and repairs main water lines; installs, services, cleans and repairs water service lines; installs, reads and replaces meters and prepares meter reading cards; installs and repairs meter boxes. Repairs and replaces fire hydrants; raises water valves and meter boxes.
2. Operates pumping equipment at the water plant; checks for water leaks at pumps and for heating of pump and motor bearings; starts, stops or transfers loads among pumps by switching them on and off and operating various valves.
3. Perform light maintenance and minor repairs; changes recording charts and takes periodic readings of pumping rates and reservoir water levels; makes periodic checks on the pumping equipment at several wells;
4. Maintains all sub-stations, buildings & grounds so they are safe and clean; keeps plumbing and electrical parts in good working order; works weekends to answer emergency calls when requested by the Utilities Director; assists in major repair of equipment and performs other related duties as assigned.

B. Wastewater System

Performs routine and/or emergency operation of the wastewater plant while performing the following tasks:

1. Maintains and cleans a variety of equipment, machinery and tools such as liquid sludge application machine, clarifiers, mechanical bar screens, activated sludge, lift pumps, chemical feed equipment, and wastewater plant vehicles.
2. Drives, loads and unloads trucks, disposes of screening and grit material in sanitary landfill.
3. Assists in performing wastewater plant repairs and buildings and grounds upkeep, as necessary; installs, services, cleans and repairs sewer lines.

4. Performs other related duties as assigned.
5. Required to perform stand-by duty.

MINIMUM QUALIFICATIONS

Any combination of education above the high school level, training and/or experience in water and wastewater system maintenance providing some knowledge of the equipment, tools and methods used in cleaning and maintaining a city-wide wastewater system and water distribution and supply system totaling six (6) months.

Possession of a valid New Mexico Driver's License, Class B.

High school diploma or certificate of successful completion of the General Educational Development (GED) test.

18 years of age proved by birth certificate or other acceptable legal documentation as proof of age.

Citizenship in the United States or alien work status documents pursuant to the Federal Immigration laws is required.

Some knowledge of the occupational hazards and safety practices in the water and wastewater maintenance/construction field.

Ability to perform water and wastewater maintenance tasks; to operate powered and manual equipment and tools used in water and wastewater maintenance; to read, interpret and work from sketches, diagrams and blueprints; to establish effective working relationships with associates and the public; to lift and carry heavy burdens, up to 100 lbs.

WORKING CONDITIONS

Work is outside, sometimes in inclement weather. Employees are exposed to chemicals, toxic gases and fumes, and to infections and diseases. Irregular working hours and 24-hour stand-by are required. Required to attend schools at the direction of the Utilities Director and/or the Mayor and Village Council.

There will be a six month probationary period at which time an evaluation of job performance will be conducted and discussed with the employee. At this time, the employee will be either made a regular employee, be allowed to continue on probationary period, not to exceed one year total, or be terminated based on evaluation results.