

CITY OF HELENA



Position Title: Utility Maintenance Worker III **Department:** PW-Util. Maint.
Position #: 13233 **Grade:** 139
EEO Category: (08) Svc Mnt **FLSA:** Non-Exempt
EEO Function: (12) Utilities/Transportation **Work Comp Code:** 9410

DEFINITION

Under general supervision assists, performs or conducts a variety of skilled and semi-skilled work and a variety of technical tasks involved in the planning, installation, operation, maintenance, and repair of sewage and storm water collection system and water transmission and distribution mains and appurtenances of the City's systems.

SUPERVISION RECEIVED

Supervised by the Water Distribution Supervisor, Wastewater/Storm Maintenance Supervisor or Meter Program Supervisor as appropriate based on nature of assigned work.

SUPERVISION EXERCISED

May exercise limited technical supervision over entry-level staff in the absence of foreman or other higher-level workers. May serve as lead man as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

The increased types of equipment operated, complexity of the maintenance work and the level of skill at which it is performed and system maintenance knowledge possessed distinguishes positions assigned to this class level. The position usually exercises defined independent discretion and judgment in matters related to work procedures and methods. Employees are eligible for this class level when the employee has completed two consecutive years at the Utility Maintenance Worker II level at an above average performance level, provided that the requirements outlined in the City of Helena's advancement policy for this position series are met. This position performs all duties of the level II and I positions capably and instructs lower-level positions in their performance. The position holder possesses a level of competency and skill, which is reflected in the following types of duties assigned.

Water Distribution and Utility Service Maintenance

Demonstrates a working knowledge of the water transmission and distribution system, including metering and service connection and operations and performs related tasks at a level of proficiency and with recognizably greater knowledge and ability to solve field problems. Demonstrates and instructs junior staff in general practice and procedures related to a range of operation and maintenance functions.

Operates and maintains hand tools, air compactor tools, hydraulic tools, front end loader, dump truck, backhoe, trenching machines, compressors, main locating and tracking and leak detection equipment, tapping machines, cut-off saw, and welding equipment.

Operates, and assists in maintenance of front-end loader, dump truck, backhoe, trenching machines, compressors, and main locating equipment used during routine maintenance work and emergency repairs.

Inspects, diagnoses and performs necessary repairs to broken water meters, water mains, pipes, services lines, connections, valves or fittings, system pressure regulators, altitude valves and air-relief valves.

Repairs, replaces and maintains of any fire hydrant within the water system; ensure proper operation.

Performs field inspections and tests of installed water mains, valves and hydrants during the interim acceptance process, determines and verifies that infrastructure existing in the field corresponds to that identified on construction plans and approvals.

Important & Essential Duties cont.:

Wastewater and Storm

Demonstrates a working knowledge of the wastewater and storm water collection systems and performs all levels of maintenance and repair tasks at a level of proficiency with recognizably greater knowledge and ability to solve field problems. Demonstrates and instructs junior staff in general practice and procedures related to a range of operation and maintenance functions.

Operates and instructs junior staff on the proficient use and maintenance of hand tools, air compactor tools, hydraulic tools, sewer jet, camel vacuum, dump truck, backhoe, trenching machines, compressors, main locating and tracking equipment, cut-off saw, and welding equipment.

Inspects, diagnoses and performs necessary repairs and maintenance to broken wastewater and storm water mains, pipes, services lines or other connections, manholes and catch basins. Perform routine maintenance and inspections of lift stations, storm water ponds.

Performs dye testing or smoke testing to determine improper or illegal connections or cross connections to sanitary or storm systems. Performs flow monitoring of sewer and storm system piping and retention ponds to determine capacity issues. Collects GPS information from field to assist in the location and mapping of water and storm infrastructure.

Performs field inspections and tests of installed sewer and storm water mains, manholes, and catch basins during the interim acceptance process; determines and verifies that infrastructure existing in the field corresponds to that identified on construction plans and approvals. Identifies necessary corrective actions. Advises on steps, procedures or action to bring infrastructure into compliance with accepted standards.

Organize and present safety workshops and training for City personnel and other agencies.

Observe safety precautions related to all work performed including traffic control, confined space, trenching, excavating, and power equipment operation; assume responsibility for using proper barricading and safety devices in all aspects of sewer maintenance.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities in area of assigned responsibility as assigned or required to meet Division goals and objectives and adopted departmental and city policy. May perform as lead man when assigned by supervisors.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

In addition to the job related and essential qualifications of level II and I positions the position requires:

Knowledge of:

Complete knowledge of the City's utility systems, including water distribution and transmission systems, wastewater collection storm water systems maintenance and operation.

General knowledge of pump stations, chlorine stations, reservoirs and related facilities.

Knowledge of cont.:

Pertinent Federal, State, and local laws, codes, and regulations.

Working knowledge of methods, techniques, purposes, and operating characteristics and uses of tools, and equipment used in the repair and maintenance of wastewater and storm water.

Skill to:

Operate a wide variety of equipment and tools used in the repair, maintenance, data collection and assessment of the wastewater, storm water and water transmission and distribution mains and appurtenances of the City's utility systems in a safe and effective manner.

Perform manual labor for extended periods of time in all types of weather.

Ability to:

Provide training to lower staff including in the areas of maintenance and operation of the distribution system and proper use of equipment, materials and safety procedures.

Estimate human resources and materials for assigned projects.

Recognize materials, methods, and practices used in the operation of sewer, storm and water main and service line installation, repair and maintenance work and understand and apply policies and operating routines in the area assigned.

Recognize occupational hazards and standard safety precautions necessary in sewer installation, repair and maintenance operations.

Understand and apply pertinent Federal, State, and local laws, codes, and regulations.

Operate a computer and record and retrieve electronic information for operation and maintenance purposes.

Physical Demands

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 lbs. (unassisted), withstand vibration, distinguish color and work in confining work space.

Work Environment

Ability to wear and utilize protective apparel or equipment designed to protect from exposure to cold, heat, noise, other outdoor hazards, chemicals, mechanical or electrical hazards, and traffic hazards.

Ability to determine emergency response requirements and travel to different sites and locations; be available for shift work, on-call, stand-by, and emergency call.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Minimum of five (5) years experience in the operation and maintenance of water transmission and distribution mains and appurtenances, wastewater or storm water collection facilities or a related field or a combination of relevant experience. Two (2) years experience in backhoe operation with experience digging at depth for installation and repair of water, sewer or other utility installations can be substituted for above requirement if the other provisions, including required certifications, of the advancement policy can be reasonably met during a probationary period.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized course work in water distribution system maintenance, wastewater or storm water collection system maintenance

License or Certificate:

The holder of this position must hold or have the ability to obtain under requirements of the advancement policy the following certifications:

1). a valid Type 2, Class B commercial driver's license with a tanker endorsement; 2). a valid Wastewater Collection Certificate from Sacramento State University or equivalent course approved through the City of Helena or State of Montana; 3) a valid Class I Water Distribution Operator Certificate issued by the State of Montana; 4) a valid certificate for backflow prevention and testing. (**Depending on the nature of work assigned, possession of or the ability to obtain a Pesticide Applicator license from the Montana Department of Agriculture, maybe substituted for backflow certification.)

Special Requirements:

Subject to pre-employment as well as random, reasonable suspicion, post accident and follow-up drug and alcohol testing as per the City of Helena substance abuse policy. Must maintain and acceptable driving record.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO (circle one)

Employee's Signature: _____

Date: _____