

CITY OF MUNFORD
PUBLIC WORKS AND UTILITY WORKER 2

OVERVIEW

This is a skilled position performing a variety of maintenance, construction, repair and/or location tasks involving:

1. Gas pipelines, meters, interconnects and regulator stations
2. Water supply lines, meters and interconnects and conduits
3. Sewer lines
4. Valves, mains and manholes, equipment pads
5. Storm water facilities, including culverts, inlets, detention ponds, drainage conduits and swales.
6. Other public works services consistent with a safe and well maintained City.

Work may be performed with considerable independence within established guidelines, and occasional field supervision by more experienced utility workers and/or the Director of Public Works. This position may on occasional act as a Team Leader, depending upon the assignment.

ESSENTIAL JOB DUTIES

Installs and repairs gas, water, sewer and storm water infrastructure, including facilities installed below ground. Operates various equipment such as a trencher and a directional boring machine to install utility line conduits. May train peers to install conduits, gas, and water and sewer lines or to operate equipment. Reads engineering plans to determine type, footage, and required location of conduits. May operate a backhoe to dig-up broken gas lines, conduits or water/sewer lines that need repairs. Repairs leaks at meters or yokes, changes out old yokes and replaces under water pressure; adjusts meters in the field. Tests the reduced pressure back flow prevention assemblies before they are used by contractors.

Installs and repairs meters and, when necessary, reads meters. Checks gas leaks complaints, water leak complaints, high consumption complaints, and water quality complaints. Provides utility cut-off and turn-on services, as appropriate and consistent with the operations and activities of the utilities. Provides customer service in assisting utility customers.

Drives a service/crew truck as needed to perform assigned duties. In response to work orders or customer complaints, independently locates and raises manholes and valves; digs up, repairs, or replaces leaking or broken gas lines, water/sewer lines, water meters and associated equipment.

Restores the ground around roadways and rights-of-way to their original condition by backfilling, replacing sod, and other vegetation. Provides other public works maintenance on streets and rights of way, as appropriate. Occasionally assist City's contracted/3rd party residential trash collection vendor.

Must successfully complete training related to the proper operation of a gas, water and wastewater utility and the safe operation of equipment, including operator qualification.

Obtains supplies from the warehouse and keeps work truck stocked with required supplies. Uses a gauge to check water pressure. Operates boring (mole) machine, trencher, and tapping machine in the construction and maintenance of water and sewer lines, including force mains, gravity mains, sewer service lines, and water/sewer taps.

Assists in traffic control around job sites. Keeps job site clean and vehicles/equipment in good working order.

This position participates in the rotating on-call responsibilities as scheduled by the Public Works Director. Provides public works assistance for civic events. Provides emergency response in the event of a utility specific emergency -- or local, state or federal declared emergency.

Assists in the construction and maintenance of gas mains and services. Applies coating to gas lines to obtain cathodic protection. Wraps pipe with insulation. Uses instruments to check for proper installation of anodes. Uses various specialized equipment such as anodes, test leads, test lead boxes, and jumpers. Purges gas lines of air to prevent explosion. Repairs gas lines. Repairs gas meters. Cuts and lines up pipe for a welder to join.

Assists in the processing and logging of work orders. Tests meters to verify accuracy. Cleans, paints and checks meters before they are returned to the field. Installs flow monitoring devices.

Assists in field location and marking of underground utilities including gas, water and sewer lines. Operates tamping and compaction equipment to compact backfill. Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Working knowledge of the methods, tools, equipment, and materials used in (1) the location and raising of manholes or (2) installing water/sewer lines, valves, and fire hydrants or (3) natural gas distribution networks or (4) the maintenance and repair of water meters or (5) installation of underground facilities, or (6) installation and maintenance of storm water and surface drainage infrastructure and facilities.

Ability to understand and carry out oral and written instructions. Ability to work during adverse weather conditions. Ability to work from sketches, blueprints and drawings. Ability to read field notes and maps. Skills in the use and care of pertinent tools and equipment.

TRAINING, EXPERIENCE AND QUALIFICATIONS

Possession of a high school diploma or an equivalent recognized certificate and five years of utility operations, construction, repairs and maintenance experience. Demonstrated ability to work independently and solve infrastructure problems under adverse weather and environmental conditions.

Ability to work effectively and cooperatively with co-workers and provide team leadership. Ability to represent the utility organization during interactions with the general public.