

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Wastewater Collection System Pipe Layer Semi - Skilled	<i>Pay Grade:</i>	SM-03-01
<i>Department:</i>	Utilities	<i>FLSA Status:</i>	Non-Exempt
<i>Location:</i>	Municipal Building	<i>Reports to Position:</i>	Field Service Supervisor

JOB SUMMARY

Under general supervision visually inspects equipment to ensure proper operating condition, performs minor lubrication services; reports major malfunctions or repairs needed to supervisor; operates equipment to include tractor with rotating cutter and various hand held equipment; positions necessary safety equipment around worksite to avoid possible hazards; locates and identifies utility lines before digging or installing sewer mains; inspects worksite to ensure specifications are met and equipment has been properly installed and performs additional tasks in support of the department as needed or upon request.

- ESSENTIAL JOB DUTIES AND/RESPONSIBILITIES**
- The following duties are normal for this position. The omission of specific statement of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this position. Other duties may be required, assigned and expected aside from those set forth below to address operational needs and changing operational practices.
- Assists in performing various pipe repairs with different sizes, with the installation, maintenance and repair of sewer mains and service lines along with operating packer to assure dirt is compacted properly from repairs for residential and commercial customers
 - Assists with installing pumps at lift stations
 - Reviews work orders and inspects work site to determine what is needed for the type of repair or installation
 - Confers with line locators on locations
 - Gather necessary tools and equipment needed for the day and assist in loading onto the truck, cleans tools and equipment and ensure proper storage

- Assist in positioning traffic control devices around work zones to conform with the manual on Uniform Traffic Control Devices, direct traffic around work zones using traffic control devices, hand signals and two way radios
- Attend departmental and safety meetings as required
- Training on the use of operation or new equipment
- Maintain uniforms and safety attire to conform to proper dress code and safety rules at all times

QUALIFICATIONS

Education and Experience Guidelines

Any combination of education and experience that would like provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities required for this position would be:

Education and Training

High School Diploma, GED or equivalent training and experience

Experience

Knowledge of water design and operations including installation, maintenance and repair. Knowledge of various tools and equipment. Knowledge of fittings, valves, pipes.

Licenses or Certification Required

Valid Driver's License preferred

The following generally describes the knowledge and abilities required in order to successfully perform the assigned duties of the position:

Knowledge of:

- Proper operation and maintenance of tools and equipment
- Workplace safety rules and procedures

Ability to:

- Read and comprehend directives, gauges and indicators
- Write to document logs or similar no-complex forms
- Verbally communicate to converse with supervisors and coworkers regarding work related tasks and activities
- Utilize math skills to count, add and subtract whole numbers
- Operate two-way radio to communicate with other work crews or dispatcher to receive and transmit information
- Follow instructions to efficiently complete tasks
- Work as a member of a team

- Work in a constant state of alertness and in a safe manner

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with the Americans with Disabilities Act, the City encourages both prospective and current employees to discuss potential accommodation needed to perform the essential duties of this position.

Environment: Work location will primarily be outdoors ; must be able to withstand the environmental elements to include heat, cold, rainfall and wind

Physical Demands: See accompanying page for details

Key Working Relationships: Worksite Supervisor, fellow crew members and City employees

APPROVAL/ACKNOWLEDGEMENT

Department Head	<u>Utilities Director</u> Title	Date
Human Resources Director	<u>HR Director</u> Title	Date
City Manager	<u>City Manager</u> Title	Date
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS – Pipe Layer Semi – Skilled (Full Time)

Rare
0%-10%
of the time

Occasional
11%-33%
of the time

Frequent
34%-66%
of the time

Continuous
67%-100%
of the time

LIFT/CARRY				
1-10 lbs			X	
11-20 lbs			X	
21-50 lbs		X		
51-75 lbs		X		
76-100 lbs	X			

Rare 0%-10% of the time	Occasional 11%-33% of the time	Frequent 34%-66% of the time	Continuous 67%-100% of the time
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EQUIPMENT USE & OPERATION				
Motor Vehicle		X		
Heavy Equipment (Backhoe, dump truck)	X			
Large Apparatus (Fire Truck, Street Sweeper)	X			
Small Equipment (Mower)	X			
Handheld tool/equipment (tamps, weed eaters, shovel)			X	

WORK WITH/NEAR				
Machinery	X			
Electricity	X			
Power Tools		X		
Impact Tools		X		
Chemicals	X			
Fumes	X			
Heights	X			

ENVIRONMENT				
Indoors	X			
Outdoors				X
Extreme Heat				X
Extreme Cold				X
Dusty	X			
Excessive Noise		X		
Other (explain)	X			

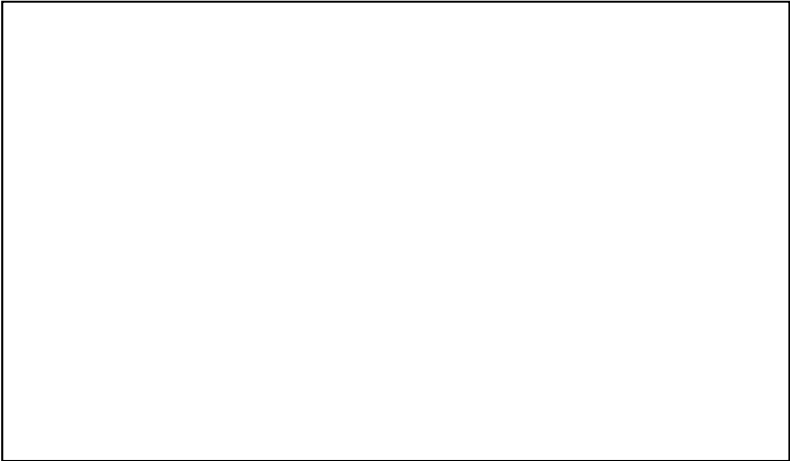
ENDURANCE		
Task	Hours at One Time	Total Hours in an 8 Hour Day
Sit	1	2
Stand	3	5
Walk	1	1

PUSH/PULL				
1-10 lbs			X	
11-20 lbs			X	
21-50 lbs		X		
51-75 lbs		X		
76-100 lbs	X			

Additional Considerations (including clarification of any of the above)

MOVEMENT				
Bend/Stoop/ Twist		X		
Crouch/ Squat		X		
Kneel/Crawl	X			
Reach Above Shoulders			X	
Reach Below Shoulders			X	
Repetitive Arm Use		X		

Repetitive Wrist Use			X	
Repetitive Hand Use				
a) grasping			X	
b) squeezing	X			
Climb Stairs/Ladder	X			
Uneven Walking Surface		X		
Even Walking Surface			X	



HEARING/VISION/DEXTERITY			
	N/A	AVERAGE	LOW
Hearing Acuity		X	
Visual Acuity		X	
Manual dexterity		X	