

JOB DESCRIPTION



JOB IDENTIFICATION			
<i>Job Title:</i>	Pipe Layer Skilled	<i>Pay Grade:</i>	SM-04
<i>Department:</i>	Utilities-Water Distribution	<i>FLSA Status:</i>	Non-exempt
<i>Location:</i>	Utilities Building and field	<i>Reports to Position:</i>	Worksite Supervisor
<i>Effective Date:</i>	07/28/2026		

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 water 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. • Receives daily work from supervisor; gathers materials and supplies before leaving for work site. Confers with utility personnel to ensure that lines have been located and identified before beginning work. • Review work order and inspects work site to determine type of repair for installation needed. • Installs water mains and service lines for residential and commercial properties. • Assists in performing various pipe fitting tasks, may raise and rebuild man holes. • Forms, mixes and pours concrete to replace areas of driveways or sidewalks damaged or removed to make repairs or installation. • Repairs asphalt cuts. • Positions necessary safety equipment around work area to avoid safety hazards to include safety cones, signs and flares; may position flag person to direct traffic.	

- Ensures that signaling and beacon lights are operating when work is in progress.
 - Uses two-way radio to communicate with foreman, dispatchers and other work crew.
 - Operates tractor with rotating cutter to cut sewage right-of-way and lift station grounds.
 - Loads sand, gravel and heavier debris into trucks for transport.
 - Operates hand held packer to re-pack dirt upon completion of repairs.
 - Confers with line locators on locations and possible hazard of utility lines.
 - Takes safety precautions not to damage existing water mains or other utilities when working near live lines to include electrical and gas lines, or fiber optic (telephone) lines.
 - Uses chain saw to cut trees and low hanging limbs in right of ways, may cut larger debris before loading for dumping at the landfill.
 - Uses jackhammer to break pavement or concrete to access sewer lines in need of repair.
 - Attends departmental and safety meetings.
 - Assist in other departments as needed.
 - Attends training on the use of operation of new equipment.
 - On call after hours.
 - Visually inspects back hoe and equipment to ensure no problems are existing.
 - Performs minor repairs on equipment to include replacing blown lights, bulbs, and fuses.
 - Reports major equipment malfunction or repairs as needed to supervisor for repair by shop mechanic.
- Inspects exterior of vehicle and equipment lights and replaces broken or damaged parts as necessary. Using a grease gun performs lubrication services on equipment.
- Inspects fittings and joints on equipment to ensure they are serviceable.
 - Using a pressure washer, brush and cleaning solution cleans exterior of vehicles and equipment to remove mud, dirt and debris.

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 or GED or demonstrated of proficiency

Experience

Previous experience working with pipes to include fittings and valves.

Licenses or Certification Required

Valid Driver's License and meet appropriate certification requirements.

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

Knowledge of:

- Water design and operations including installation, maintenance and repair
- Workplace safety rules and procedures
- Various tools and equipment including tamps, air hammers and pipe saws

Ability to:

- Read and comprehend directives, gauges and indicators
- Write in order to prepare reports and document logs or similar non-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
- Safely and efficiently operate jackhammer to access sewer lines
- Operate chain saw and gas powered pipe saw
- 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 team member
- Work in a constant state of alertness and in a safe manner
- Exercise judgment in tasks involving safety of self and others or efficiency of operations

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

Physical Demands: See Accompanying Page

Key Working Relationships: Worksite supervisor, fellow crew members, Field Service Supervisor

APPROVAL/ACKNOWLEDGEMENT

_____	Utilities Director	_____
Department Head	Title	Date
_____	HR Director	_____
Human Resources Director	Title	Date
_____	City Manager	_____
City Manager	Title	Date
_____		_____
Incumbent Employee Printed Name and Signature		Date

PHYSICAL REQUIREMENTS - PIPE LAYER SKILLED

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	☐	☐	☒	☐
11-20 lbs	☐	☐	☒	☐
21-50 lbs	☐	☒	☐	☐
51-75 lbs	☐	☒	☐	☐
76-100 lbs	☒	☐	☐	☐

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

MOVEMENT				
Bend/Stoop/Twist	☐	☒	☐	☐
Crouch/Squat	☐	☒	☐	☐
Kneel/Crawl	☒	☐	☐	☐
Reach Above Shoulders	☐	☐	☒	☐
Reach Below Shoulders	☐	☐	☒	☐
Repetitive Arm Use	☐	☒	☐	☐
Repetitive Wrist Use	☐	☐	☒	☐
Repetitive Hand Use				
a) grasping	☐	☐	☒	☐
b) squeezing	☒	☐	☐	☐
Climb Stairs/Ladder	☒	☐	☐	☐
Uneven Walking Surface	☐	☒	☐	☐
Even Walking Surface	☐	☐	☒	☐

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

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EQUIPMENT USE & OPERATION				
Motor Vehicle	☐	☒	☐	☐
Heavy Equipment (Backhoe, dump truck)	☒	☐	☐	☐
Large Apparatus (Fire Truck, Street Sweeper)	☒	☐	☐	☐
Small Equipment (Mower)	☒	☐	☐	☐
Handheld tool/equipment (tamps, weed eaters, shovel)	☐	☐	☒	☐

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

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

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

Additional Considerations (including clarification of any of the above)