

City of Willcox Job Description

Job Title: Utility Worker I
Department: Public Services and Works
Reports To: Utility Supervisor
FLSA Status: Non-Exempt
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Summary:

Performs a variety of unskilled and semi-skilled manual labor in the construction, operation, maintenance, and repair of the gas, water, and sewer systems and other municipal facilities. This is the entry level class in the utility worker series. This class is distinguished by the certifications required to operate our municipal utilities under the general direction of the Utilities Supervisor.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Maintains and replaces gas and water meters mains, and service lines as needed.
- Assists customer with leaks and questions about usage and accuracy of meters.
- Operates and maintains backhoe, sewer jet, trencher, welder and other light and heavy equipment as needed.
- Maintains sewer, water and gas mains and services as needed.
- Maintains Sewer Ponds, sewer mains, manholes and lift Stations
- Maintains water wells and storage facility.
- Assists in placement of Blue Stake requests.
- Assists in opening and closing of graves and maintenance of cemetery.
- Performs other routine duties and tasks as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Qualifications** To perform this job successfully, an individual must be able to perform each essential

duty at the highest levels of skill and responsibility. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); or one to six months related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend complex instructions and long correspondence, and memos. Ability to write routine reports and professional correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures including gas, water, and sewer formulas without error and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations

- Valid Arizona Class D Driver's License

Ability to obtain the following certifications within eighteen (18) months of date of hire or promotion.

- Low-High Density Poly Fusion Gas Pipe Certification
- Operator Qualification in Pipeline Safety
- Natural Gas Leak Survey Training
- Natural Gas Pipe (HDPE and Steel) Welding Certification
- S.C.B.A. Training Confined Spaces
- Trench Safety Training
- Competent Person Certification and Training

The following certifications are encouraged

- Commercial Driver's License (CDL)

Other Skills and Abilities

- Think logically and make decisions
- Continually make decisions based on experience and personal feeling as well as on facts and figures.

- Deal with all kinds of people ranging from other employees to the general public.
- Complete Knowledge of tools, equipment, and practices used in the installation maintenance and repairing of Gas, Water and Sewer services and mains.
- Ability to respond to emergency calls 24 hours per day
- Ability to work weekend and holiday duty calls as required.
- Work may involve interacting with, working with, or supervising State of Arizona Department of Corrections inmates.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places; risk of electrical shock; explosives and vibration. The noise level in the work environment is usually loud.

This description is intended to indicate the kinds of duties and responsibilities which will be required of employees in this position. It is not intended to be inclusive of all possible duties and responsibilities, and is not intended to limit in any way the right of any supervisor to assign, direct and control the work of employees under their supervision.