

WATER UTILITIES LABORER

Department: Water & Sewer Utilities
Title: Laborer
Classification: Non-Exempt/Full-Time
Supervisor: Water Utilities Supervisor

Position Summary:

Operator performs a variety of semi-skilled and skilled technical and maintenance work in the operation, maintenance and repair of water and wastewater systems.

Duties and Responsibilities:

- Performs required labor involved in construction and maintenance projects as part of a crew, pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.
- Determines the locations of water lines from the appropriate sources prior to excavation.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation.
- Contact residents and business owners in area where services will be disrupted and explains when services will be shut off and how soon it will be turned back on.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Make water service connections to water mains, including line tapping and valve installing.
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and assists in shutting off broken sections of water mains.
- Operates a variety of power construction and maintenance equipment used in the water department.
- Assist in the receiving and shipping of inventory into and out of the company warehouse
- Create inventory reports.

Required Knowledge, Skills, and Abilities:

- Working knowledge of equipment, facilities, materials, methods and procedures used in operation activities; ability to work safely;
- ability to communicate effectively verbally and in writing;
- ability to establish and maintain effective working relationships with employees, other departments and the public;
- ability to understand and carry out written and oral instructions;
- The employee frequently is required to stand, stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 100 pounds.
- Basic computer skills and Excel knowledge
- Water License preferred (C or D); or must be willing to obtain a license within one year of hire

Candidate must have a High School diploma or GED; 3 years of Public Works experience (preferred); valid Texas driver's license

Revised September 2014