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| ***JOB SUMMARY*:** Employees in this class are under the supervision of the Water Distribution Supervisor or Water Distribution Crew Leader. Work to be performed is the maintenance and construction of water distribution system and is an entry-level job. Duties also include support services for other employees in the department. Instructions are somewhat general, though occasionally, the employee may need to consider different course of action, or deviate from standard operating procedures to get the job done. The Supervisor will check work as it is being done, and reviews completed work. The employee will routinely operate a light duty vehicle, a generator, leak detector, pipe and valve locators, and hand tools such as shovel, hoe, rake, wrenches, etc. . |
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| ***ESSENTIAL DUTIES AND RESPONSIBILITIES*** include the following. *Other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*   * Performs general plumbing and pipe fitting work such as pipe connections, laying pipe, making taps, and repairing leaks, setting and repairing fire hydrants; * Operates various types of heavy and light equipment when necessary; * Handles utility office work orders; * Performs flushing water lines and operates, exercise water valves; * Performs routine maintenance on tools and equipment; * Regularly cleans and maintains vehicles, equipment and facility; and * Performs other duties as assigned. |
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| ***QUALIFICATION REQUIREMENTS:***  *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.* |
| * Ability to obtain knowledge of materials and equipment used in the installation, maintenance and repair of water mains and service lines; * Ability to obtain knowledge of occupational health and safety precautions; * Ability to meet the physical demands of the job and pass post-offer, pre-employment physical, drug screen and background check; * Ability and basic skills to use and operate the necessary machinery, tools and equipment to perform the job; * Ability to read, understand, and follow both verbal and written instructions; * Ability to read water meters and maps; * Ability and basic skills to perform pipefitting and maintenance of waterline; * Ability to work under extreme weather conditions and for extended periods of time; * Ability to establish and maintain effective working relationships with others employees and customers; * Ability to maintain acceptable work performance and attendance record; |
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| ***EDUCATION and/or EXPERIENCE:***   * High School Diploma, or GED; * One year of work experience; preferably involving working outdoors and with hand tools; * Have a good work and attendance record. |
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| ***LICENSES & CERTIFICATIONS:***   * Valid driver’s license; * CDL license preferred; * Required to have Tennessee Grade II Distribution System Operator Certification within 24 months of assuming the position. |

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| ***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.* |
| The employee is regularly required to see, talk and hear and perform the physical activities marked below.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Activity** | | **Check 1 column for Frequency of Occurrence** | | | | Check Applicable Activities |  | **Occasionally**  **< 1/3 of the time** | **Frequently**  **1/3–2/3 of the time** | **Regularly**  **>2/3 of the time** | | X | Standing | X |  |  | | X | Walking | X |  |  | | X | Climbing: Stairs &/or Ladders | X |  |  | | X | Sitting | X |  |  | | X | Balancing | X |  |  | | X | Bending/Stooping/Kneeling | X |  |  | | X | Twisting | X |  |  | | X | Squatting | X |  |  | | X | Grasping/Squeezing | X |  |  | | X | Repetitive movements w/hands | X |  |  | | X | Reaching/working overhead | X |  |  | | X | Lift &/or carry up to 25 lbs.; Occasionally up to 75 lbs | X 75 lbs. | X 50 lbs. | X 25 lbs. | | X | Push &/or pull up to 25 lbs. Occasionally up to 75 lbs. | X 75 lbs. | X 50 lbs. | X 25 lbs. | |
| **X** |
| **WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*  Work is generally preformed outdoors and the employee will be exposed to extreme weather conditions, sharp tools, and dangerous machinery with moving parts, excessive noise, dirt and dust. The employee may be exposed to fumes, chemicals or toxic substances. Employee must wear required Personal Protective Equipment (PPE). |
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| ***Job Description Acknowledgment***: I understand that ***this job description is not a contract of employment*** between the City of Portland and me. Also, I understand that my duties may not be limited to those duties written in the job description, and that the City of Portland may assign other duties as needed. I have received a copy of the Water Distribution Crew Worker I job description, have read it, and understand the essential functions of the role. By signing below, I acknowledge that I can perform the essential functions of the Water Distribution Crew Worker I job as it is described in the job description above.  **Employee Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date (Employment, Transfer, Revised Job Description): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Sign and date job description. Make a copy for your records. Email to** [**hjohnson@cityofportlandtn.gov**](mailto:jgoad@cityofportlandtn.gov) |