

**Union City, TN Job Description
Water and Sewer Department
Maintenance Construction Laborer**

Pay Grade 11 / GS3.6

Revised 05/18/10

DEFINITION:

This is an un-skilled to semi-skilled position requiring heavy manual labor in the repair, construction and maintenance of the water distribution and wastewater collection systems. This position reports directly to a maintenance Construction foreman or a maintenance Construction Worker, and is under the administrative supervision of the Director of Public Works. All employees are responsible to the City Manager. This employee will primarily be responsible for assisting in the repair, construction, maintenance and inspection of the water distribution and wastewater collection systems tasks, which are performed in accordance with accepted practices and procedures. The position is classified as Non-exempt for the purposes of the Fair Labor Standards Act, and has a reasonably foreseeable occupational exposure to blood borne pathogens. As Safety Sensitive, the employee is subject to pre-employment, reasonable suspicion, post accident (incident), random, promotion and transfer, return-to-duty and follow-up drug and alcohol testing. The employee is subject to a pre-employment/post offer physical examination with a written statement from the physician as to the employee's ability to perform the essential functions of the job.

EQUIPMENT AND JOB LOCATION:

This position requires the use of hand tools, power equipment, and vehicles requiring a valid State of Tennessee Class (B) (with air brake) Commercial Driver's License (CDL), and the ability to safely operate a motor vehicle. The job location is throughout the water distribution and wastewater collection systems. The employee will work primarily outdoors, exposed to inclement weather, and in the proximity of biological, chemical, electrical and mechanical hazards. All City facilities and vehicles are tobacco-free.

ESSENTIAL FUNCTIONS OF THE JOB:

Assist in the construction, maintenance and/or repair of the water distribution and wastewater collection systems;
Performs heavy manual labor including digging, lifting and breaking pavement under varying weather conditions while exposed to dampness, fumes, odors, dusts, biological, electrical, mechanical and traffic hazards;
Assists with building and adjusting manholes, frames and covers, and roadway valve box castings;
Operates various hand tools including, but not limited to, jackhammer, pavement breaker, pick, shovel and various wrenches;

Operates power equipment including, but not limited to, air compressors, jet-wash truck, rodding machine and boring machine and various types of pumps;
Participates in traffic control;
Removes and replaces various types of paving;
Participates in after hour duties, which involve working alone, or with co-workers at night, weekends, and holidays to resolve situations that occur after normal business hours;
Assists other employees in numbering and repairing of water meters;
Assist in making water meter connections;
Assists in installing sewer clean-outs and connections;
Assists with the unclogging of stopped sewer lines;
Safely operates motor vehicles or various descriptions for the purpose of performing the essential functions of the position;
Assists in making repairs to fire hydrants, and installing temporary water meter connections on fire hydrants;
Turns off water meter connections;
Installs and turns on meters;
Reads water meters correctly;
Removes and replaces metal manhole covers, which weigh approximately 165 pounds;
Climbs in and out of manholes of various depths;
Learns and complies with all rules and regulations in, but not limited to, Employee Handbook, TOSHA Safety, Confined Space Program, etc...;
Demonstrates knowledge of, or the ability to learn safety rules and equipment including identification of precautions for and emergency response to biological, chemical, electrical and mechanical hazards, and asphyxiating, toxic and explosive gases and vapors;
Performs tasks and assist co-workers with minimum of redirection;
Demonstrates good workmanship in a neat and timely manner;
Sits, stands, bends, stoops and walks intermittently.

ADDITIONAL EXAMPLES OF WORK PERFORMED:

Performs other duties and special assignments as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Literacy in English with the ability to understand and carry out oral and written instructions and posted schedules;
Ability to learn and follow City policies and regulations;
Ability to perform mathematical calculations with fractions, decimals, percentages, and the metric system;
Ability to obtain and maintain certification in American Red Cross CPR and First Aid within six (6) months from the date of employment;
Knowledge of and/or the ability to learn occupational hazards and safety precautions;
Ability to project a positive attitude, and work well with fellow employees;
Ability to report to work on time and perform the duties of the job for a complete workday;

Ability to perform frequent overtime work which may involve late night or early morning hours;

Ability to work while wearing personal protective equipment such as a self-contained breathing apparatus, steel-toed shoes, rain gear, hard hats, goggles, etc...;

General working knowledge of, or the ability to learn the operation of the municipal waste distribution and wastewater collection;

Ability to exercise independent judgment within the limits of the position;

Ability to maintain accurate time sheets and submit them to a designated supervisor in a timely manner;

Physical strength and dexterity requirements are, but not limited to the following:

Lift and carry one hundred (100) pounds of tools or construction materials

Climb ladders, and descend manhole steps approximately twenty-five (25) feet deep

Work in confined spaces in the presence of offensive dust, fumes, odors, and hazardous materials while wearing proper personal protective equipment

Manipulate both large and small tools and parts

Drag one hundred (100) feet of three inch (3") fire hose full of water

Remove and replace a manhole cover weighing approximately 165 pounds

Ability to establish and maintain effective, harmonious, cooperative, and productive working relationships with other employees and to effectively communicate with the public and other City employees;

Ability to pass a physical abilities test/post offer physical screening for employment.

QUALIFICATIONS:

Must be at least twenty-one (21) years of age;

Must have legal authority to work in the United States of America;

High School diploma or GED preferred (education may be waived for work experience);

Must not have been convicted of, pleaded guilty to, entered a plea of **nolo contendere** to, or received judicial diversion for any felony charges or to any violations of any federal or state laws or city ordinances relating to force, violence, theft, dishonesty, gambling or controlled substances.

Must not have been convicted of, pleaded guilty to, entered a plea of **nolo contendere** to, or received judicial diversion for any misdemeanor charges involving DUI/DWI or alcohol, or use, possession, manufacture or sale of controlled substances or drug paraphernalia within the past five (5) years;

Must possess a driver license valid in the State of Tennessee with a Commercial Driver's License, Class B endorsement (with air brakes), and the ability to safely operate a motor vehicle.

Must submit to and pass a pre-employment drug screen;

Must be semi-skilled in mechanics;