

## Job Description – City of Burleson

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Job Title: Utility Worker I  
 Department: Public Works Water/Wastewater  
 Reports to: Utility Superintendent  
 Pay Grade: 114  
 FLSA Category: Non-exempt  
 Schedule: 40 hours/week  
 Date Revised: November 18, 2009

### **BRIEF DESCRIPTION OF THE JOB:**

Perform both routine and skilled heavy, physical work in the construction, maintenance, repair and installation of water distribution and wastewater collection systems and related structures. Perform 24 hour stand-by duties as required for operations and maintenance and safety of facilities.

### **ESSENTIAL DUTIES AND PERCENTAGE OF TIME SPENT ON EACH:**

[S = Sedentary (0-10 lbs); L = Light (10-25 lbs); M = Medium (25-50 lbs); H = Heavy (50-100 lbs); VH = Very Heavy (over 100 lbs)].

Strength Exerted	Description of Job Duties
VH	Assist in the installation and maintenance of water and sewer mains, fire hydrants, manholes, and valves.
VH	Operate heavy construction tools such as jackhammers and hydraulic pipe cutters.
H	Perform basic repairs on water and sewer lines of various sizes, shoring of ditches, and confined space entry.
M	Operate heavy construction equipment such as backhoes, dump trucks, and loaders.
H	Dig holes using sharp shooter shovels, round points and square shovels.
L	Stock, clean, and arrange tools in utility work truck.
	Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibility.

### **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

A combination of education and experience and professional skills that best meets the needs of this position will be considered. Some considerations are:

- Knowledge of working hazards and applicable safety precautions; care and use of tools and equipment used in cleaning sewer mains.
- Knowledge of basic methods of repair for water and sewer lines of various sizes, shoring of ditches, and confined space entry.
- Ability to read and complete work orders, memos, basic written correspondence, and perform basic math calculations.
- Ability to reason and know when to make decisions and when to ask for instructions.

### **EDUCATION AND EXPERIENCE:**

A combination of education and experience and professional skills that best meets the needs of this position will be considered. Some considerations are:

- High school diploma or equivalent

**PREFERRED:**

- One year of experience in the water and/or wastewater field.

(Years of education/experience may be considered in selection process with regard to minimum qualifications)

**CERTIFICATES AND LICENSES REQUIRED:**

- Valid Class “C” Texas Drivers License required. Must then obtain a Class “A” Texas Commercial Drivers License within six months of employment.
- Obtain a TNRCC Class “D” Water or Class I Wastewater Certification within one year of employment.

**ENVIRONMENTAL FACTORS AND SAFETY HAZARDS:**

Large capacity pumping equipment, chemicals, raw sewage, working around heavy equipment, cave-ins and water line blow outs. Perform heavy manual labor in outdoor conditions of extreme heat and cold while in the presence of mechanical or natural hazards.

**TOOLS AND EQUIPMENT USED:**

Sewer truck, back hoe, dump trucks, crew trucks, boring machine, tapping machine, jack hammer, video van, chain cutters, front end loader, wrenches and shovels.

**DESCRIPTION OF PHYSICAL DEMANDS:**

Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week).

Physical Demand	Frequency	Description of Demand
Standing/Walking	C	Walking or standing on paved and natural surfaces such as turf, gravel, and dirt.
Sitting	O	Primary work is field operations of water distribution and wastewater collection system.
Lifting/Carrying	F	Carrying equipment and materials for maintenance and repair of water/wastewater utilities such as opening manholes, vaults, etc...up to 100 lbs.
Pushing/Pulling	O	Physical activities performed in the installation and repair of water/wastewater utilities including climbing tanks to 130’.
Reaching	O	Physical activities performed in repair and installation of water distribution and wastewater collection systems.
Fine Dexterity/Handling	F	To use the computer, calculator and writing.
Crouching/Crawling	F	Necessary movements consistent with performing repair and construction of water and sewer system components.
Twisting	F	Necessary movements consistent with performing repair and construction of water and sewer system components.
Kneeling	F	Necessary movements consistent with performing repair and construction of water and sewer system components.
Vision	F	Perform repairs, and process information to assess factors relating to water and wastewater system repairs.
Hearing/Talking	F	To communicate with employees, citizens, and construction contractors and personnel on the phone and in person.
Foot Controls	F	Operating required equipment to perform daily activities.

**DESCRIPTION OF NON-PHYSICAL DEMANDS:**

[Frequency: C = Constantly (2/3 or more of the time); F = Frequently (1/3 to 2/3 of the time); O = Occasionally (up to 1/3 of the time); R = Rarely (less than 1 hour per week)].

F\_\_time pressures

F\_\_irregular schedule

F\_\_frequent change of task

F\_\_tedious exacting work situation

F\_\_performing multiple tasks simultaneously

F\_\_emergency situations

O\_\_danger/physical abuse

C\_\_noisy/distracting environment

C\_\_working closely with others as part of a team

other:\_\_\_\_\_

**Applicant Notes:**

- Regular and reliable attendance is required of all employees.
- Pre-employment drug screens required and substance abuse policy enforced.
- The City of Burleson is an at-will employer.
- The job description is a general summary; it is not an all-inclusive list of job duties, and employees will be called upon to complete other duties as assigned.
- **Applications are required to be considered for open positions.** A resume may be provided, but does not take the place of a completed application.