

JOB TITLE: Water Distribution Crew Worker I

WD/8

DEPARTMENT: Water Distribution, City of Toccoa

JOB SUMMARY: This position is responsible for performing general laboring duties for the department.

MAJOR DUTIES:

- o Assists in making water and sewer taps.
- o Uses tools and equipment such as a jackhammer and hydraulic tamp.
- o Services fire hydrants, valves, and valve boxes.
- o Repairs water service lines.
- o Repairs and cleans sewer lines.
- o Installs new sewer lines.
- o Installs new water lines.
- o Mows and trims around fire hydrants and wells.
- o Assists water and sewer crews as requested.
- o Reads commercial and residential water and meters; records data.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of city and department policies and procedures pertaining to the reading of utility meters.
- o Knowledge of the locations of city streets and meters.
- o Skill in the use of various meter-reading equipment.
- o Skill in the use of a jackhammer and hydraulic tamp.
- o Skill in dealing with the public.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Water Distribution Superintendent assigns work in terms of somewhat general instructions. The supervisor spot-checks work in progress and upon completion for accuracy and the nature and propriety of the final results.

GUIDELINES: Guidelines include city and department policies and procedures and supervisory instructions. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of related duties in servicing fire hydrants and performing laboring duties.

SCOPE AND EFFECT: The purpose of this position is to assist in making sewer and water taps and to service fire hydrants. Successful performance helps ensure that city fire hydrants are working in times of need.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and provide services.

PHYSICAL DEMANDS: The work is typically performed while standing, walking, bending, crouching, or stooping. The employee must frequently lift light objects.

WORK ENVIRONMENT: The work is typically performed outdoors. The employee may be exposed to dust, dirt, grease, inclement weather, and animals. The work requires the use of protective devices such as gloves.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- o Ability to read, write, and perform basic mathematical calculations at a level commonly associated with high school or equivalent.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.