

## UTILITY MAINTENANCE MECHANIC

### General Statement of Duties

Performs responsible unskilled and semi-skilled work in the installation, operation, replacement, repair and maintenance of water lines, meters, and appurtenances.

### Distinguishing Features of the Class

An employee in this class performs a variety of unskilled and semi-skilled work engaged in the maintenance and repair of water lines, meter, hydrants, valves, elevated storage tanks, water pumps, and a former landfill. Work involves making taps to water mains and installing new water meters and meter boxes, installing hydrants, meters, and valves, and maintaining and repairing the water system. Other tasks include providing field customer service to check water leaks and high usage complaints, connecting and disconnecting service, and other troubleshooting; locating water lines for other contractors; and related tasks. Work also includes mowing, sampling and maintaining a closed solid waste landfill. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

### Duties and Responsibilities

#### Essential Duties and Tasks

Connects and disconnects water service; reads meters; inspects service for leaks; flushes hydrants when needed; locates water lines to avoid damage by other contractors or utilities.

Operates tapping machine to make water taps and service connections; sets meter box and meters; replaces water meters.

Enters meter readings into hand held computer meter reading devices.

Lays water pipe; repairs and replaces water lines and related facilities; conducts pressure tests on lines as needed to check for leaks.

Installs, services and tests water meters and meter yokes; exercises valves; installs radio read meters.

Operates dump trucks, jack hammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, backhoes, front end loaders, and boring machines.

Takes distribution samples; checks chlorine levels.

Conducts hydrant and valve exercising program.

Checks and performs maintenance on pumping stations including checking pressure and reading run times; performs maintenance on elevated storage tanks, and related facilities.

Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants; tests meters; flow tests hydrants.

Mows and trims around hydrants, elevated storage tanks and other utility facilities; mows and takes samples at landfill.

Participates in setting up traffic safety zones and flagging traffic.

Performs preventive maintenance and minor repairs to vehicles, construction and light equipment.

Assists with ordering, stocking, and inventorying parts supplies.

Operates and maintains assigns vehicles.

Completes work orders; prepares records of work activities.

Additional Job Duties

Performs other related tasks as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.

Knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.

Knowledge of the mechanical maintenance, operation and repair of water pumps.

Working knowledge of the use of common hand and power tools.

Considerable knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.

Working knowledge of the application of information technology to utility system maintenance.

Working knowledge of water customer service policies and procedures.

Skill in the operation of heavy construction equipment including back hoes and track hoes.

Skill in customer service excellence and collaborative conflict resolution.

Skill in the operation of a light and medium size construction equipment and power tools.

Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.

Ability to read utility line maps and operation and service manuals, to understand and follow oral and written instructions, and to prepare records of work activities.

Ability to establish and maintain accurate records of work activities.

Ability to perform basic mathematical calculations.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate mobile equipment such as loaders and dump trucks in a safe manner to fit pipes and other parts, read gauges, and make written records.

Desirable Education and Experience

Graduation from high school and considerable related experience preferably working in a water system; or an equivalent combination of education and experience.

Special Requirements

Possession of valid North Carolina driver's license.

Possession of grade C distribution system operator certification prior to completion of probationary period.

Administering the Class

Employees are eligible for 5% in-range adjustments upon obtaining each of the following certifications:

Commercial Driver's License

Grade B Distribution System Operator

Grade A Distribution System Operator

Backflow Prevention/Cross Connection Control Operator

Caldwell County  
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Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.