

**MARSHALL COUNTY PUBLIC UTILITIES
JOB DESCRIPTION**

Job Title:	MCBPU – UTILITY SERVICE WORKER	Review Date 11/28/2022
FLSA – Non-Exempt	MCBPU Salary Schedule	JOB # PU-USW

Nature of Work

This is semi-skilled work providing general assistance with the installation, repair and maintenance of water and sewer lines, wells, pump stations and appurtenances for the Marshall County Board of Public Utilities. Activities associated with the job include making water and sewer taps and service connections, repairing and/or replacing water and sewer lines, unstopping lines, and installing, repairing, and flushing fire hydrants. Additional activities include performing general grounds maintenance activities, excavating, and backfilling trenches and installing water meters, fire hydrants and valves and reading meters according to established schedules. Incumbents frequently utilize power tools and mechanized equipment when performing assigned tasks. Job responsibilities require experience working with heavy equipment and machinery utilized for utilities maintenance and repair projects, good decision making and interpersonal skills, ability to follow instructions and consistently adhere to established policies and procedures and sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions. Job performance is evaluated by the Superintendent through review of the quality and timeliness of daily job assignments, knowledge and expertise in utilities installation, repair and maintenance activities, willingness to assist with work assignments and ability to follow instructions and interact effectively with co-workers.

Illustrative Examples of Work

- Gathers tools, materials and supplies for various job assignments and loads into assigned vehicles.
- Provides support to utilities employees, including Foremen, Equipment Operators, etc. by performing any needed semiskilled and skilled labor tasks.
- Assists with making water and sewer taps and service connections.
- Assist with repairing and/or replacing water and sewer lines, manholes and related system components.
- Unstops lines with augers, repairs, and flushes fire hydrants.
- Reads customer's water meters in accordance with established schedules.
- Operates trucks, tractors, air hammers, tapping machines and other mechanical equipment when required.
- Basic knowledge of the SCADA system and controls.
- Operates flushing, cleaning and line inspection equipment and machinery.
- Performs general grounds maintenance activities; excavates and backfills trenches.
- Assists with re-paving roads including shoveling asphalt, forming, and pouring concrete and other related tasks after completion of installation and repair projects.
- Loads and unloads equipment and materials and assists Crew Chiefs and Equipment Operators in servicing equipment.
- Uses shovels and rakes in tight confined areas not accessible with heavy equipment or machinery.
- Directs traffic around job sites as required.
- Installs and/or repairs water meters, fire hydrants and valves.
- Assists with responding to emergency calls when required.
- Participates in clean-up activities and re-sows grass seed after the completion of projects.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited high school (or GED); a minimum of one year experience in utility installation and/or construction; general knowledge of the activities involved in the installation, maintenance, repair and/or replacement of utility lines and related components; ability to interact successfully with co-workers and the public; ability to consistently adhere to daily instructions and make decisions within established operating procedures; sufficient strength and agility to perform the physically demanding aspects of the job in a variety of weather conditions; or any equivalent combination of education, training, and experience to provide the following knowledge, abilities and skills:

- Knowledge of maintenance and construction hand and power tools, heavy equipment and public utilities operations and practices.
- Knowledge of proper installation, maintenance and repair techniques and practices associated with various utility projects including making water and sewer taps and service connections, unstopping lines, operating flushing, cleaning, and line inspection equipment, etc.

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- Knowledge of utility construction, maintenance and repair projects including installing and/or repairing water and sewer lines, installing meters, hydrants, manholes, etc.
- Knowledge of the precautions necessary to work safely with and around heavy equipment utilized in utility construction and maintenance projects.
- Ability to accurately estimate the number of materials required for various utility construction and repair projects.
- Ability to perform the physically demanding aspects of the job in a variety of weather conditions.
- Ability to safely use hand tools, power tools and light machinery.
- Ability to understand and follow specific oral and written instructions.
- Ability to consistently adhere to established operational policies and procedures.
- Ability to establish and maintain effective working relationships with co-workers.
- Skill in the use of power tools, hand tools, and light machinery.
- Skill in the use of motor vehicles.

Necessary Special Requirements

- Possession of a valid Tennessee Driver's License and the ability to be insured at standard vehicle liability rates.

Physical Requirements

- This is heavy work requiring considerable static, explosive, dynamic and trunk strength and requiring the exertion of up to 120 pounds of force occasionally and up to 20 pounds of force frequently to move objects.
- Work requires considerable flexibility, mobility, and speed of limb movement.
- Work requires considerable effort and stamina.
- Work requires both gross body equilibrium and coordination for balancing, bending, stooping, kneeling, and walking.
- Work requires arm/ hand steadiness and manual and finger dexterity.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information in both quiet and noisy environments and determine the direction of sounds.
- Visual acuity is required for the inspection of small defects and/or small parts, use of measuring devices, operation of office equipment, determining the accuracy and thoroughness of work, color differentiation, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, temperature extremes, bodily fluids, oils and lubricants, noise, and slippery surfaces.

The intent of this position description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and is not a declaration of the specific duties and responsibilities of any particular position. Employees may be assigned job-related tasks other than those specifically presented in this description.