

Position: Utilities Maintenance Specialist II	AFSCME Union
Department/Site: Public Works	FLSA: Non-Exempt
Evaluated by: Public Works Operations Supervisor	Salary Grade: 29

Summary

Performs a variety of skilled to general labor work in connection with the construction, repair, and maintenance of roadways, water distribution systems, storm drains and sanitary sewers, and related public works infrastructure.

Distinguishing Career Features

The Utilities Maintenance Specialist II is the second and journey-level in a multi-tiered career path for maintenance and construction of public works that include roadways, water distribution, storm-water management, and sewer collection systems. The Utilities Maintenance Specialist I represents the first and entry-level into this career ladder. Specialists I will be qualified to participate with Specialists II in any skill area, however, will concentrate on general labor and use of hand tools and light duty equipment. Advancement to Specialist II, requires a minimum of three years as a Specialist I or equivalent. Advancement to Specialist II also requires the incumbent be multi-skilled and while usually assigned to a specific area, can demonstrate full qualification to perform work assignments in all utility maintenance areas and operate heavy equipment, or be specialized in one area as evidenced with a certificate. The Specialists I and II can also be rewarded for special certifications. Advancement potential exists to Utility Maintenance Specialist III for incumbents having advanced skills in multiple unrelated areas, for example, heavy equipment, water distribution, storm-water, wastewater, electrician, pump stations, or finish carpentry.

Essential Duties and Responsibilities

The Utility Maintenance Specialist is capable of performing any of the following general and special functions, although will usually specialize in one area.

- Performs general labor and skilled public works maintenance activities such as, but not limited to, cleaning and inspecting pipelines, sweeping, earthwork, public infrastructure construction, installing, leveling, compacting, and maintaining asphalt and concrete, waterline construction and testing, and other utility labor.
- Operates small-to-medium size and heavy construction equipment such as the high pressure sewer jet, vacuum truck, street sweeper, backhoe, loader, grader, paving equipment, concrete/asphalt saws, chain saws, flusher, and other equipment assigned to Utility Maintenance classifications.
- Identifies needed repairs and may perform routine preventive maintenance of vehicles and large equipment.
- Participates in the Public Works on-call list, available to respond to urgent situations. Performs snow/ice and other weather related response.

Street and Facility Maintenance

- Constructs forms, places and finishes concrete structures for curbs, gutters, sidewalks, streets, alleys, and other related areas. Sets forms for sidewalks and street levels to meet federal requirements.
- Digs ditches and backfills trenches and holes. Breaks, excavates, and repairs concrete and asphalt surfaces. Works by hand, backhoe, or other mechanical excavator and performs general earthwork required for street maintenance.
- Perform asphalt paving activities, including paving placement, hauling, and hot patching and sealing activities of concrete and asphalt surfaces.
- Paints streets striping and legends, including cross walk lines, curbs, and traffic control symbols. Produces, installs, repairs, and maintains street signs.
- Trims weeds around roadways including the retrieval of litter or other debris on medians, gutters, curbs, and related areas.
- Supports a variety of community requests by overseeing and participating in hanging of banners, traffic control, and equipment operation.
- Provides flagging and traffic control for construction and special events.
- Maintains street lights and other fixtures. Installs holiday and special event decorations.

Storm Drainage and Sanitary Sewer Maintenance

- Constructs, cleans and repairs storm drainage piping, ditches, sewer piping appurtenances, catch basins, and manholes. Makes visual inspections. Taps trunk sewers and installs branch lateral lines.
- Operates and maintains sanitary sewer pump stations, including troubleshooting of motors, pumps, valves, and any related equipment.
- Operates specialized equipment such as a vactor, rodder truck and pipeline inspection camera, to inspect, clean, construct and maintain storm and sewer pipelines, ditches, catch basins, lateral lines and manholes.
- Documents and maintain records on work progress such as pump station maintenance, the amount of debris removed from catch basins and other collection points, and water quality sampling.
- Locates and marks sanitary sewer/storm main lines and laterals. Performs die and smoke testing to identify pipe locations, breaks, illicit connections, and other problems.
- Responds to pump station alarms, any related failure, or regulatory compliance issue pertaining to collection and conveyance systems operated and maintained by the City. Reports all "spills" to the Department of Environmental Quality (D.E.Q), as required by State and Federal regulations.

Water Distribution System Maintenance

- Maintains the water distribution system, including laying pipe, monitoring and maintaining pump stations and pressure reducing valves, repairing and replacing water

lines, installing water mains, replaces fire hydrants, and repairing water leaks.

- Maintains storage reservoirs, chlorination equipment, and water meters, testing for system integrity, and making repairs, or replacing, as necessary.
- Installs new water services, including domestic, irrigation and fire prevention, to houses, buildings and businesses. Replaces water lines. Disinfects water mains or other appurtenances to ensure water safety.
- Repairs water leaks and breaks on water mains, services, valves, air valves, meter devices, backflow, hydrants and regulators. Overhauls and maintains water valves. May collect water samples for testing.
- Participates in various water distribution management programs such as leak detection, elimination of cross connections, updating maps, and flushing hydrants. May assist with plan reviews and construction inspections.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

▪ **Knowledge and Skills**

The position requires a working knowledge of the methods and techniques of general construction, maintenance and repair related to public works. Requires knowledge of inspection, servicing, repair, or replacement methods used in streets, parks, water distribution systems, or storm drain and sanitary sewer systems. Requires knowledge of and skill in using equipment and tools used in the maintenance and repair as assigned public works systems, including medium to heavy machinery. Requires knowledge of occupational hazards and safe work practices. Requires knowledge of and skill in performing detailed operations such as cutting and repairing pipe. Requires sufficient math skills to record distance and volume measurements. Requires sufficient human relation skills to work as part of a team and demonstrate courtesy to customers.

▪ **Abilities**

Requires the ability to independently perform a variety of skilled and semi-skilled maintenance, construction, and repair work in the area of work assigned and participate with other Specialist in related areas. Requires the ability to operate a variety of vehicular and stationary mechanical equipment in a safe and efficient manner. Requires the ability to read and understand oral and written instructions, diagrams, maps, and blueprints. Requires the ability to use a personal computer to access and print maps and other printed material, to evaluate system conditions, and to record and store field data. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.

▪ **Physical Abilities**

Incumbent performs work of an active nature requiring sufficient cardiovascular condition to carry out the job duties on a sustained basis. Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and operate demanding equipment. Requires

auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, video readings, and observe stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions and on varying work hours.

- **Education and Experience**

The position typically requires a high school diploma and four years of varied utility construction and repair experience. The position may require for specific applications, certification and/or special training

- **Licenses and Certificates**

Requires a valid Class A driver's license with N endorsement. Requires a Class 1 Water Distribution or Grade 1 Collection System Operator certificate.

- **Working Conditions**

Work is performed indoors and outdoors where minimal significant health and safety considerations exist from physical labor, exposure to fumes and septic conditions, temperature variations, and dangerous equipment.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.