

CITY OF HUNTINGTON JOB DESCRIPTION

CLASS TITLE: Maintenance	DEPARTMENT: Public Works
UNIQUE TITLE: Utility Maintenance	FULL TIME / NON-EXEMPT
SALARY RANGE: \$12 - \$14 per hour – depending on experience	

JOB SUMMARY:

Under the direct supervision of the Field Supervisor, the general maintenance personnel for utilities performs a wide variety of tasks involving manual labor and operates small equipment and heavy construction equipment to make minor field repairs. Also assists in the repair of equipment and facilities used to pump, store, distribute, convey, treat, or process water, gas, and/or wastewater, reads meters, and performs other duties as assigned.

ESSENTIAL JOB FUNCTIONS:

- Reads meters for billing of water and gas consumption.
- Assist in the installation and maintenance of water, sewer, and gas lines, mains, and related components.
- Assist in the maintenance of streets and drainage systems when called upon.
- Perform various tasks such as tapping, clamping, laying, cleaning, and lubricating pipe.
- Assists with building forms, pouring concrete, spreading sand, gravel, and asphalt when called upon.
- Clean and make minor repairs to tools, equipment, and facilities as necessary.
- Clean sewer lines.
- Backfill ditches.
- Keep records of water pumped and purchased.
- Keep inventory of replacement parts for water and wastewater repairs.
- Perform other related duties as assigned or required.

OTHER JOB FUNCTIONS:

- Will be in the on-call rotation for weekends and holidays.

PHYSICAL CAPABILITIES:

- Lift and carry up to 75 pounds.
- Pull, push, or drag up to 100 pounds of maintenance equipment.
- Crawl, kneel, squat, stoop, and twist for extended periods while supervising or inspecting work.
- Sit, stand, or walk for extended periods of time while performing duties.

- Work indoors and outdoors in varying temperatures including heat, cold, temperature swings, or inclement weather.
- Some exposure to dust, odor, electrical, mechanical, and potentially toxic hazards using proper safety precautions.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:

Must possess a high school diploma or GED. Must be able to understand and follow oral and written instructions and prepare timecards and other required paperwork in a legible manner. Must be able to perform simple arithmetic functions. Must possess a valid driver's license issued by the State of Texas. Must be able to obtain a Double "D" Water/Sewer Certificate by the end of the probationary period and obtain a "C" Water and/or Sewer certification as quickly as allowed by the Texas Commission on Environmental Quality.

I have received a copy of and have reviewed this job description and the duties listed therein. I understand the duties associated with this job are not limited to those listed in this document.

Applicant's Signature

Date of Application