 CITY OF HELENA

## Position Title: Utility Maintenance Worker In Training

## Department: Division:

## FLSA:

**Pay Grade: 132**

\_\_X\_Regular Full-time \_\_\_Regular Part-time \_\_\_Temporary/Seasonal \_\_\_On-Call

**Hours worked per week: \_\_40\_\_\_**

**Daily Shift: Varies**

**Work Schedule:** \_\_\_Su \_x\_M \_x\_T \_x\_W \_x\_Th \_x\_Fr \_\_\_Sat

**Incumbent Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

Job Purpose:

This is an entry level position for new hires who do not yet meet all of the qualifications for a Utility Maintenance Worker I as listed here. The trainee is expected to meet all of these qualifications by the end of their one-year probationary period.

Under direct supervision of division supervisors and superintendent to perform a variety of semi-skilled functions in the daily maintenance, repair, installation, and customer service work on the city’s water, sanitary and storm sewer, meter, and backflow systems. Area of work is dictated by daily assignment. The incumbent is expected to respond to emergency call outs/call-backs to assist and learn during utility emergencies. These are entry-level positions for persons with limited experience in water distribution, wastewater and/or storm maintenance and field operations.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

**Duty I: Water Utility Maintenance**

33% Time

Essential

Tasks:

* Learns to use hand tools, air compactor tools, hydraulic tools, front-end loader, skidsteer, dump truck, backhoe, trenching machines, compressors, and hydraulic flushing equipment. Operate and maintain city vehicles and assigned equipment in a safe and clean manner.
* Learns to operate main locating equipment during routine maintenance work and emergency repairs as required.
* Assists in inspection, maintenance, repair and replacement of broken water mains, pipes, services lines, service connections, valves, air relief valves, hydrants, pressure regulators, and other water distribution system appurtenances.
* Assists or conducts water pressure tests, leak detection tests, and fire flow tests and other testing within the water system.
* Assists with various maintenance activities such as raising and lowering valve boxes and curb boxes or vault rings and covers; seal loose valve boxes and manhole covers; load and unload supplies; lift and move equipment and various water distribution system parts, couplings, valves, hydrants, pipe and fittings or connections.
* Assists in valve exercising program and learn the operation of the valve exerciser machine.
* Learns, implements, and observes safety precautions related to all work performed including traffic control, confined space, trenching, excavating, and power equipment operation; assumes personnel responsibility for using proper barricading and safety devices in all aspects of water maintenance and equipment operation.
* Learns to perform on call duties such as answering water calls of any nature, anytime of the day or night, and in all types of weather, answers requests for various services from public and private sectors when as assigned - typically one week out of each month.
* Assumes an active spot in the on-call rotation prior to, or by completion of probationary period;.
* Performs routine preventive maintenance on equipment including greasing, oiling, cleaning, and other tasks.
* Learns to maintain inventory of water maintenance materials, equipment, and small tools.
* Learns to enter and retrieve data in the computer; enter completed work in the department computer; files completed work orders; maintains an accurate daily log of water distribution operations for legal purposes.
* Assists in the preparation of operations and maintenance work plans dealing with water distribution system maintenance.

**Duty 2: Sewer/Storm Utility Maintenance**

33% Time

Essential

Tasks:

* Learns to use hand tools, air compactor tools, hydraulic tools, front-end loader, bobcat, dump truck, backhoe, trenching machines, compressors, vac-trucks, and hydraulic flushing equipment. Operates and maintains city vehicles and assigned equipment in a safe and clean manner.
* Assists in repair or replacement of broken, defective, or damaged sewer mains, pipes, service lines, tap connections, and manhole rings and covers to both sanitary and storm sewers; raises or lowers rings and covers as the street grades change.
* Assists in the inspection and repair of sewer lines and lift stations; seals loose manhole covers; helps investigate sewer gas odors; assists in tracking, dyeing, testing, or smoking test sewer service connections, investigates roof drains or other cross connections of storm water to the sanitary sewer system, and assists in vapor-rooter and TV inspection operations.
* Assists in the operation of sewer jet, root cutter, and vac-truck to prevent back-ups into private and public establishments.
* Performs routine preventive maintenance on equipment including greasing, oiling, cleaning, and other tasks.
* Trains to answer sewer or storm water calls of any nature, anytime of the day or night, and in all types of weather while in on-call status, learns to respond to public inquiries in a courteous manner, provides information within the area of assignment, resolves complaints in an efficient and timely manner, answers requests for various services from public and private sectors.
* Learns and observes safety precautions related to all work performed including traffic control, confined space, trenching, excavating, and power equipment operation; assumes responsibility for using proper barricading and safety devices in all aspects of sewer maintenance.
* Learns to maintain inventory of sewer maintenance materials, equipment, and small tools.
* Learns to enter and retrieve data in the computer; enters completed work in the department computer; files completed work orders; maintains an accurate daily log of sewer maintenance operations for legal purposes.
* Assists in the preparation of operations and maintenance work plans dealing with sewer and storm system maintenance.

**Duty 3: Meter and Backflow Utility Maintenance**

33% Time

Essential

Tasks:

* Learns to install new residential meters, radios, valves, and related equipment; inspects and replaces existing meters and radios; troubleshoots and repairs problems on meter related equipment; inspects and advises on meter installation according to established rules and policy.
* Learns to inspect large (commercial) meter installations; installs radios and related equipment for proper operation; tests, troubleshoots, and repairs (in the office and out in the field) or replaces commercial meters when defective or inoperable.
* Works with contractors and the public on water, sewer or storm service issues. Investigates and responds to high consumption problems, advises customers on leaks in owners plumbing system, irrigation system, toilets and other causes of excessive water consumption; advises and recommends possible corrective actions.
* Learns to inspect installations, new and existing, for proper backflow protection requirements, installs and tests backflow prevention devices. Investigates and reports instances of cross flow connections for protection of utility systems.
* Maintains accurate records of all meters installed or removed including dates, sizes, serial numbers, meter types, addresses accounts and other pertinent information.
* Inspects new curb-boxes for acceptance and operation according to established standards; operates and locates curb-boxes (turn on and turn off). Maintains records of curb-box location using paper and electronic means.
* Learns to perform in-house plumbing and limited in-field plumbing as required for installation and maintenance of meters and related equipment. Inspects plumbing for proper connections, documents, and reports problems for further action.
* Performs electronic reading of radio water meters as required to meet city objectives; prepares reading data for upload and download into electronic reading equipment, reviews and interprets generated reports; determines and makes judgments on corrective actions or required maintenance; investigates and repairs inoperable radios and meters.
* Generates meter reads and related reports.
* Interprets and generates reports for flow meters.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

* Basic methods, techniques, and tools used in utility infrastructure installation, repair and maintenance work
* Basic principles of record keeping.
* Basic mathematical principles.
* Safe work practices.

Skill or ability to:

* Operate a wide variety of equipment and tools used in sewer installation, repair, and maintenance work in a safe and effective manner.
* Perform manual labor for extended periods of time in all types of weather.
* Respond to emergency call outs/call-backs to assist and learn during utility emergencies both during regular shifts and after hours.
* Operate a motor vehicle safely.
* Read and work from maps, blueprints, and sketches; draw maps and record measurements.
* Operate basic computer software such as email, web browser, and Microsoft Word.
* Assist or perform the full range of water transmission and distribution maintenance and repair duties utilizing procedures and materials to complete work in a safe and workman like manner.
* Learn operational characteristics, policies and practices of specialized sewer and storm installation, repair, and maintenance work including materials, methods, and practices used in the operation of sewer and storm systems.
* Learn occupational hazards and standard safety precautions necessary in utility infrastructure installation, repair and maintenance operations.
* Learn pertinent Federal, State, and local laws, codes, and regulations.
* Learn proper operations and maintenance of lift stations, including use of safety equipment and procedures during routine and emergency maintenance activities.
* Prepare and maintain accurate and complete records
* Understand and follow oral and written instructions and to communicate clearly and concisely, both orally and in writing.
* Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work such as contractors, homeowners, and members of the public.

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, push, pull, lift 50 lbs.

(unassisted), withstand vibration, distinguish color and work in confining work space.

Ability to wear and utilize protective apparel or equipment designed to protect from exposure to cold,

heat, noise, other outdoor hazards, chemicals, mechanical or electrical hazards, and traffic hazards.

Safety

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

**Minimum Qualifications (Education, Experience and Training):**

Some experience in performing general maintenance and repair work that involves the

use of hand and power tools and the operation of light trucks or equipment or some experience

in sewer, storm, or a water distribution related field. Other combinations of education, experience, and training may be considered on a case-by-case basis.

License or Certificate:

Possesses the ability to obtain, within a one-year period, or holds and maintains a valid Type 2

Class B commercial driver's license with tanker endorsement.

Possesses the ability to obtain, within a one-year period, or holds and maintains one of the

following certifications:

- A wastewater collection course certificate offered through the Sacramento State University or

equivalent course approved through the City of Helena or State of Montana.

- A Valid Class IA Water Distribution Operator Certificate issued by the State of Montana or

similar license, which has reciprocity from another state.

- A backflow prevention/cross-connection control certificate issued through an approved

course.

Special Requirements:

Subject to pre-employment as well as random, reasonable suspicion, post-accident and follow-up drug and alcohol testing as per the City of Helena substance abuse policy. Must maintain an acceptable driving record.

Supervision Received:

Supervised by the Water Distribution Supervisor, Wastewater/Storm Maintenance Supervisor or Meter Program Supervisor as appropriate based on nature of assigned work.

Supervision Exercised:

None.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or**  **NO**

**Employee’s Signature: Date:**

**Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Updated: 07/21/23