

## DISTRIBUTION AND COLLECTION MAINTENANCE WORKER

### General Statement of Duties

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

### Distinguishing Features of the Class

An employee in this class performs a variety of unskilled and semi-skilled work as a member of a crew engaged in the construction, installation, and repair of water and sewer lines and appurtenances. Work involves the use hand and power tools in the installation, replacement, and repair of water and sewer pipes to specific grade and depth, and back filling and compacting the site. Work also includes assisting with or making taps to water and sewer mains, installing hydrants, meters, and valves, making repairs to the lift and pump stations and flushing and cleaning water and sewer system. Work may require confined space entry and employees are subject to working in 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, oils and poor ventilation. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees participate in a rotating on-call for emergency call-back. Work is performed under the supervision of the Distribution and Collection System Supervisor and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

### Duties and Responsibilities

#### Essential Duties and Tasks

Locates or assists with locating utility lines; lays water and sewer pipe; adjusts pipe to proper grade and depth; repairs and replaces sewer and water lines and related facilities; uses shovels to finish grading trenches; fits pipe.

Performs and assists with operation of tapping machine to make water and sewer taps and service connections.

Installs, services, and tests water meters.

Operates or assists with the TV viewing and video recording equipment and generator to inspect utility lines, operates or assists with the sewer jetter truck to unstop and clean sewer lines; flushes water lines to clean.

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

Drives medium and heavy dump trucks with gravel, sand, and pipe to job site; loads and/or assists with loading and unloading truck.

Operates a variety of hand and power tools and equipment including drills, power saw, pipe cutter, sewer jetter, air compressor, jackhammer, tamper, pipe threading machines, tapping assists with repairs as required.

Checks and inspects water and sewer pump and lift stations; performs maintenance and assists with repairs as required.

Assists with repairing streets damaged by utility repair.

Assists with other public works duties as needed; uses bush hog, power and push mowers and weed eaters to maintain areas around lift and pump stations, rights of way, etc.; works on rear packer garbage truck to pick up garbage; assists with stocking the warehouse when materials are delivered; may drive sanitation truck or other large trucks as needed.

#### Additional Job Duties

Performs other duties as required.

## Recruitment and Selection Guidelines

### Knowledge, Skills, and Abilities

Working knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair, and replacement of water and sewer lines and appurtenances.

Working knowledge of the use of common hand and power tools used in water and sewer line maintenance and repair, installation and repair of lift and pump stations, fire hydrants, water meters, etc.

Working knowledge of the Town's water and sewer service policies and procedures.

Working knowledge of the occupational hazards and necessary safety precautions of water and sewer utility work.

Skill in the operation of hand and power tools and equipment used in the work.

Ability to communicate effectively with the public to respond to inquiries about work in progress issues and concerns.

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

Ability to read utility line maps and use line locator to locate utility lines.

Ability to understand and follow oral and written instructions.

Ability to cooperate and work as a team member in carrying out assignments.

### 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, grasping, feeling, talking, hearing, and perform repetitive motions.

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

Must possess the visual acuity to operate machines power tools and equipment, read utility line maps, and determine the accuracy, neatness, and thoroughness of completed work.

### Desirable Education and Experience

Graduation from high school and experience in construction-related utility work, preferably including experience in pump and motor mechanical maintenance and repair.

Possession of, or ability to obtain grade C water distribution and grade I wastewater collection certification within 12 months of hiring.

### Special Requirements

Possession of a valid North Carolina Class B Commercial Driver's License.

Ability to obtain certification to work with and supervise inmate labor.

Ability to participate in on-call rotation.