

City of Marfa
Job Description: Utility Worker I/II
Department: Public Works

Brief Description:

The purpose of this position is to perform a variety of routine manual tasks that involves maintenance, installations, and repair of streets, water and sewer main lines and taps. This position is also responsible for reading utility meters and recording water consumption. Employee receives work instructions and refers questions to a supervisor for decisions. Contact with the public is involved in this position.

Essential Functions:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed:

- Reads residential, commercial and industrial meters on assigned routes, and accurately records readings.
- Replaces curb stops on water meters
- Makes inspections and installs new meters.
- Reports possible leaks when reading is unusually high and cleans out meter boxes when necessary.
- Connects and disconnects service to customers.
- Assist with the installation, repair, maintenance and replacement of underground water and sewer lines.
- Assists with street repairs. Patches potholes.
- Trims trees blocking traffic control signs or affecting the traffic flow.
- Maintains dirt streets by hauling caliche, grade, roll, and water.
- Cuts grass with weed eater and mower in all creeks, drainage ditches, and city right-of-ways.
- Paints the swimming pool and other minor maintenance jobs.
- Performs other duties as assigned to include the function of the sewer, water, street and parks.
- Assists with the installation and cleaning of sewer lines and service connections.
- Checks for health and safety conditions in water and sewer lines.
- Responsible for locating underground water and sewer lines. Locates and marks gas and electric lines.
- Interacts with the public, handling complaints and investigating problems.
- Completes work orders in a timely manner.

Job Requirements:

Formal Education and Experience	High school diploma or GED. Experience determines placement as Utility Worker I or II.
Knowledge, Skills, and Abilities	Knowledge necessary to understand basic operational or technical processes. Record keeping principles and basic reporting techniques. Must be able to understand and carry out oral and written instructions. Knowledge of personnel policies and safety practices.
Certification and Other Requirements	Valid Driver's License. Commercial Driver's License (CDL) after one year with City.
Managerial	Receives immediate direction from the Public Works Director, Public Works Supervisor or Crew leader: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Budget Responsibility	Job has no budget responsibility.
Supervisory/Organizational Control	Job has not responsibility for supervision of others.

Interpersonal / Human Relations Skills	Work requires regular interaction involving exchange and receipt of information. Must be able to establish and maintain effective working relationships with co-workers, other employees, and the general public.
Working Conditions	Subject to re-call during non-duty hours for emergency situations. Work involves continual walking, standing, bending, climbing, kneeling, reach and heavy lifting and carrying. Work outside in various weather conditions and inside on slippery or uneven surfaces and ladders as well as around moving objects or vehicles. Exposure to varying temperatures, dust, toxic chemicals and loud noises.
Machines, Tools, Equipment, And Work Aids	Operate asphalt roller, grade all, mowers, generator, shovel, wrench and sockets, weed-eaters, miscellaneous tools for maintenance, jackhammer, concrete saw, chain saw, probing rods, hammer, pipe tools, ditch witch, sewer jet, patching kettle and other small equipment. Safety glasses, ear protection, gloves, safety shoes, rubber boots are required.

Signature -Review And Comments-

I have reviewed this job description and find it to be an accurate description of the demands of this position.

Signature of Employee

Date

Job Title / Signature of Supervisor

Date

Job Title / Signature of Department Head

Date

Comments _____

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so assigned to this position. This job description is subject to change as the needs and requirements of the job change.