



## JOB DESCRIPTION

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**ORGANIZATION:** City of Lebanon  
**DEPARTMENT:** Maintenance

**LOCATION:** Lebanon, OR  
**DATE:** August 2018

**SECTION:** Water Distribution  
**JOB TITLE:** Maintenance Worker-Water

**JOB STATUS:** Non-Exempt  
**FLSA Exempt:** No

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**PURPOSE OF POSITION:** Perform a variety of tasks in the construction, maintenance and repair of water distribution systems. Operate light, medium and heavy public works' equipment.

**ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES:** *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

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1. Install, maintain, inspect and repair water meters, reservoirs, lines, pumps, gauges, hydrants, and other related equipment.
2. Flush dead-end lines.
3. Operate and perform operator maintenance for various public works' equipment to maintain water distribution system, e.g. backhoe, dump truck, small cranes, VacTor, jackhammer, various hand and power tools, etc.
4. Read and record water meter readings.
5. Deliver service change notifications to customers.
6. Perform water shut-offs and turn-ons.
7. Use and operate work zone traffic control equipment in vicinity of work crews.
8. Maintain related records, e.g. meter serial numbers and locations, water samples, etc.
9. Indicate location of lines, valves, hydrants and other appurtenances on maps.
10. Follow all safety rules and procedures for work areas.
11. Develop and sustain positive, cooperative, team oriented working relationships with supervisor, coworkers and ancillary staff.
12. Assist other personnel within the department as workload and staffing levels dictate.
13. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
14. Maintain work areas in a clean and orderly manner.

15. Maintains regular job attendance and adherence to working hours.
16. Operates a motor vehicle safely and legally.

**MANDATORY/MINIMUM QUALIFICATIONS:****Education & Experience:**

1. High school diploma or equivalent and two years experience in water distribution, or any satisfactory combination of related experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

**Licenses & Certificates:**

1. Possession of Water Distribution Level I certificate within six (6) months of hire.
2. Class "B" Commercial Driver's License with air brake and tank endorsement.
3. Within six (6) months of appointment, must possess Work Zone Traffic Control certificate.

**DESIRABLE QUALIFICATIONS:**

1. Possession of Water Distribution Level II certificate, Work Zone Traffic Control, Cross Connection Control Inspector and Backflow Prevention Device Tester certificates, and valid CPR/First Aid card are all desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES:** The qualities below reflect the working dynamic of the position.

**Knowledge of:**

1. Thorough knowledge of water distribution system installation, maintenance and repair techniques and practices; and safe operation and maintenance of public works' equipment.

**Skill in:**

1. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
2. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
3. Providing outstanding customer satisfaction (internally and externally).

**Ability to:**

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings.
3. Establish and maintain effective working relationships with those contacted in the course of work.

**PHYSICAL DEMANDS OF POSITION:**

1. While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools or controls.
2. The position requires mobility over various terrains.

3. Many duties are physically demanding requiring the movement of materials weighing up to 90 pounds.
4. Movement of materials weighing up to 25 pounds may consume up to 40% of the work period.
5. Duties require regular operation of light and medium equipment, use of hand tools, jackhammer, chainsaw, shovels, etc.
6. Activity and types of duties performed require manual coordination and dexterity.

**WORKING CONDITIONS:** The majority of duties take place outdoors with exposure to all types of weather conditions and terrain on a year-round basis, bio-hazardous waste, dirt, grease, oil, fumes, chemicals, and noise, which may require hearing protection. Position is subject to emergency on-call response after normal duty hours.

**SUPERVISORY RESPONSIBILITIES:** Supervision is not a typical function assigned to this position. May provide training and orientation to newly-assigned personnel regarding department policies and practices.

**SUPERVISION RECEIVED:** Works under the lead direction of the Distribution Crew Chief and general supervision of the Maintenance Supervisor.