



CITY OF PORT LAYACA

JOB TITLE: Utility Maintenance Worker
DEPARTMENT: Public Works
JOB CODE: 7150

JOB DEFINITION:

Under basic supervision, performs general labor and maintenance tasks for the Public Works Department (PWD); maintains and repairs the water distribution and wastewater collection systems; performs work in accordance with all safety regulations and procedures.

ESSENTIAL FUNCTIONS:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties and responsibilities. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Essential duties and responsibilities may include, but are not limited to, the following:

- Maintains and repairs the City water distribution and wastewater collection system (W/WW); performs work in accordance with state and federal water quality and safety regulations; duties may vary depending on job assignment and individual skills.
- Operates a variety of specialized vehicles and equipment, and performs vehicle and equipment maintenance.
- Maintains water mains and wastewater collection system; make repairs using backhoe, mini-excavator, and shovel; uses specialized hand tools to install clamps, fittings, etc.
- Investigates W/WW leaks and establishes priority for emergency and non-emergency repairs.
- Investigates sewer stoppages and sewer system overflows; clears lines and cleans up overflows using high pressure/vacuum equipment
- Installs and repairs customer water and sewer service taps
- Monitors water distribution system, including chlorine residuals, storage tank levels, and water pressure; locates and flushes all dead-end water mains.
- Performs daily readings of Guadalupe Blanco River Authority (GBRA) rural water meters.
- Investigates customer complaints for water leaks, low pressures, odor, and dirty water.
- Locates and marks City water mains, sewer mains and service lines for other utilities
- Recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Supports the relationship between the City and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and City staff; maintains absolute confidentiality of work-related issues, client records, and City information; performs related duties as assigned or required.

KNOWLEDGE AND SKILLS REQUIRED:

Knowledge of:

- City policies and procedures.
- State and Federal regulations governing municipal utilities, and the treatment and transmission of water/wastewater; including United States Environmental Protection Agency (US EPA), and Texas Commission on Environmental Quality (TCEQ).
- Methods and tools used for maintenance and repair of W/WW infrastructure, and mechanical and hydraulic equipment.
- TCEQ quality regulations, inspection protocols, best practices, and compliance standards.
- Safety rules and regulations, occupational hazards, and safety precautions in public utilities.
- Occupational hazards and safety precautions
- Geography, roads, and landmarks of City and surrounding areas.

Skill in:

- Operating and maintaining power and hand tools and motorized equipment in a safe and effective manner.
- Identifying unsafe conditions and mechanical problems.
- Evaluating W/WW operational problems, and making repairs and adjustments.
- Following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

MINIMUM QUALIFICATIONS:

High School Diploma or GED equivalent; AND one year of W/WW maintenance experience; OR an equivalent combination of education, training and experience.

- State of Texas driver's license is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed at City W/WW facilities and work sites; work requires moderate physical efforts, and strength sufficient to occasionally lift and move items weighing up to fifty pounds; may be exposed to safety hazards, gases, chemicals, and dangerous tools and equipment. Physical dexterity is required to work in confined spaces and use precision tools and equipment.