

BANKS COUNTY, GEORGIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

UTILITY REPAIRER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform maintenance work associated with installation/repair of water/sewer utility lines.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Performs semi-skilled or manual tasks associated with water/sewer utility maintenance projects, which may include digging ditches to lay water lines, boring holes into/under roads for water services, installing water lines, locating utility lines, checking pipes for leaks, repairing pipe leaks, making taps in water lines, installing fittings on lines, conducting pressure/flow testing, collecting water samples for chlorine testing, conducting bacteria testing of new lines, disinfecting water lines, installing meters, or reading meters.

Performs general/manual tasks associated with department projects, which may include controlling erosion in installation areas, spreading seed/hay, digging holes/trenches, shoveling materials, picking up debris/litter, loading/unloading materials, lifting/moving heavy materials, or flagging traffic.

Operates a variety of machinery, equipment and tools associated with projects and work activities, which may include a utility truck, trailer, backhoe, trackhoe, loader, trencher, boring machine, tapping machine, air motor, generator, air compressor, locating instruments, testing materials, shovel, plumbing tools, or mechanic tools.

Performs general/preventive maintenance tasks necessary to keep equipment in operable condition, which may include inspecting equipment, refueling vehicles, checking/replacing fluids, greasing equipment, replacing parts, washing/cleaning equipment, or cleaning work areas; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, the public, and other individuals.

Monitors inventory of department equipment, parts, and supplies; stocks truck with equipment and materials needed for each project; ensures availability of adequate materials to conduct work activities; initiates requests for new/replacement materials.

Prepares or completes various forms, reports, correspondence, daily reports, work orders, vehicle records, or other documents.

Receives various forms, reports, correspondence, daily reports, work orders, tap tickets, vehicle maintenance records, invoices, shipping tickets, operation manuals, blueprints, maps, policies, procedures, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains records of work performed on water/sewer lines for future reference.

Responds to problems or emergency situations on an on-call basis as assigned.

Communicates via telephone and/or two-way radio; provides information and assistance; records/relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, customers, the public, vendors/suppliers, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

ADDITIONAL FUNCTIONS

Provides assistance to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; One (1) year previous experience and/or training involving water/sewer line installation/repair and equipment operation preferred but not required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain valid Department of Transportation Utility Flagger certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a variety of reference data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, electric currents, machinery, traffic hazards, bright/dim light, disease, or pathogenic substances.

Banks County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.