

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF113 Water Systems Utility Worker
POSITION #/TITLE: 0652 Water Systems Utility Worker	Adopted: 07-97
	Revised: 03-16

POSITION DESCRIPTION

Dept /Division: Utilities/Water	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 22
Reports To Position #/Job Code #/JC Title: 0010/NB295/Water Distribution System Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Medium	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Physical Qualifications, Knowledge Test.
Personal Protective Equipment: Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Protective Clothing, Gas Monitor, Welding PPE, Trench Protection	

General Statement of Duties

Provides labor and technical services in water system installation and maintenance, building and grounds maintenance and storekeeping.

Distinguishing Features of the Class

Works under general supervision; work is largely prescribed and routinized through assignments but considerable independence may be given to experienced workers in this class.

Examples of Essential Work (Illustrative Only)

Cleans and maintains buildings and grounds;
 Assists in the installation, maintenance and repair of valves, hydrants, water mains, service lines and related structures;
 Assists Storekeeper for loading/unloading materials;
 Assumes Storekeeper's duties when Storekeeper is absent;
 Repairs damage to streets and lawns;
 Drives trucks;
 Maintains record systems, to include personal computer spreadsheet and data base files;
 Wears and properly uses safety equipment including personal protective, fall protection equipment, and gas detection equipment;
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;
 Attends work regularly at the designated place and time;
 Supports continuous process improvement initiatives;
 Performs related work as required.

Required Knowledge and Abilities

Knowledge of methods and techniques effective in building cleaning and maintenance;
 Knowledge of methods and techniques effective in the installation, maintenance and repair of valves, hydrants, water mains, service lines, streets, yards and related structures in a water distribution system;
 Knowledge of OSHA permit-required confined space entry protocol, respiratory protection standards, right-to-know laws, trenching and excavating, CPR and First Aid;
 Knowledge of personal computers to include spreadsheets and data base applications;

Skill in accurately taking and recording measurements and performing mathematical calculations;
Ability to properly utilize the following equipment and tools: building cleaning and maintenance tools, air, hydraulic and electric tools, hand tools, air compressor, pumps, forklift, trucks, computers, personal protective equipment, gas detectors, fall protection equipment;
Ability to perform confined space entry, including rescue, using permit-required protocol;
Ability to work under general supervision;
Ability to read, write and understand the specialized vocabulary of a water distribution system;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to develop and use empathetic listening skill, communicate with clarity and maintain an attitude that conveys respect, assistance, honesty and resourcefulness;
Ability to handle customer information with tact and discretion;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

One year experience in the cleaning, maintenance and repair of building and grounds or one year experience in a water distribution system or a related construction field; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Commercial Driver's License (Class B) with appropriate endorsements upon appointment and valid Medical Examiners Certificate.
State of Iowa certificate as a Grade 1 Water Distribution or Water Treatment within one year of appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity and strength which permits the employee to perform at a level which meets the physical demand rating of the job.