

UTILITY WORKER DISTRIBUTION

FAIR LABOR STANDARDS ACT Status: Non Exempt Department: Distribution

Reports to: Distribution Superintendent and Assistant Distribution Superintendent

DESCRIPTION OF WORK

Under direct supervision of the Distribution Superintendent, investigates, determines the source of water leaks, locates Keokuk Municipal Waterworks and customer facilities; interprets and maintains distribution maps. Explains rules and regulations to customers, plumbers, and other outside agencies in a polite and courteous manner. Could be called in to work on a seniority basis at any time for emergency repair work as required. Performs a variety of general manual work in the construction and maintenance of water lines, and other municipal facilities. A Utility Worker is a person required to perform such tasks for the maintenance of the system as may be requested by the employer.

ESSENTIAL JOB FUNCTIONS

DUTIES

Locates and/or traces service lines and curb stop boxes as requested by customer, plumber, public utility or other utilities within the affected area of work prior to making repairs to the distribution system. Investigates water leaks and low pressure problems to determine source and determines corrective action needed to remedy problem. Performs various inspections. Documents work activities and prepares reports. Maintains and performs minor repairs of electronic equipment to ensure their proper function. Locates water mains and service lines, enters information into GIS system. May wash interior and exterior of truck body; assists in tapping mains, installing, and repairing lines, mains, and meters; may, on occasion, climb the water towers when necessary incidental to assigned duties. Interacts with public and explain rules and regulations to customers, plumbers and other agencies in a polite and courteous manner. In addition, anything that may become necessary to facilitate the operations of the Keokuk Municipal Waterworks. Must be able to be called in to work pursuant to Union contract at any time for emergency repair work as required.

QUALIFICATIONS

Good physical condition, ability to perform manual labor for extended periods.

EXPERIENCE AND TRAINING

Any combination of training and experience equivalent to graduation from high school and prior experience in laboring or in construction work is desirable. Experience with computers.

SPECIAL REQUIREMENTS

Must have ability to continuously and regularly operate a vehicle.

Must take Distribution Grade 1 Certification test pursuant to the Union Contract.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Regular and reliable attendance is an essential function of this job. Employee is expected to be punctual and dependable in order to meet the needs of the department and serve the citizens of the City. When employees are absent or tardy, work and service are interrupted and an additional burden is placed on colleagues. Attendance and reliability are important factors in evaluating individual performance and continued employment.

Lift 20 lbs. frequently and 50 lbs. occasionally. Work in variable weather and physical conditions inside and out, frequently climb steps, stoop, kneel, crouch, reach, stand, use hands to finger, handle and feel, reach with hands and arms, and walk. Ability to continuously stand or walk. Ability to communicate in the English language. Work environment may occasionally work in temperatures above 100 degrees and below 32 degrees. May occasionally walk on slippery or uneven surfaces. Noise level in work environment is frequently loud. Constant hearing, near and far sight acuity, depth perception, color vision and field of vision are required.