

JOB DESCRIPTION

City of Garden City, GA



To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Water/Sewer Operations Technician
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Department: Water Operations

Pay Grade: 102

FLSA Status: Non-Exempt

JOB SUMMARY

This position is under the administrative supervision of the Director of Water Operations Department, and is responsible to perform unskilled work functions associated with water distribution, reading of water meters, sewer collection, repair, and/or replacement of lines, manholes, valves, and fire hydrants.

ESSENTIAL JOB FUNCTIONS

- Assists with the repair/replacement of water and sewer laterals and mains.
- Locates and estimates materials and supplies necessary for repairs.
- Responsible to read water meters as assigned.
- Assists with the install and repair water meters and connections as needed.
- Assists in line spotting for water and sewer lines as required.
- Completes routine maintenance duties as directed.
- Exercises valves and hydrants.
- Assists in maintenance of water distribution system by installing, maintaining, and flushing lines.
- Assists with providing maintenance to sewer collection systems, including manholes, sewer mains, and sewer laterals.
- Operates heavy equipment.
- Operates CCTV system for televising sewer mains and laterals.
- Works in a safe manner and reports unsafe activity and conditions.
- Drives City utility truck and operates heavy equipment.
- Participate and attend all City sponsored training as required.
- Performs other duties and special projects as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or an acceptable equivalency diploma (GED); and one (1) year of experience with public water or sewer repair systems or comparable job experience; or any equivalent combination of education and experience.

Special Qualifications:

Must have a valid Georgia Driver's license and have and maintain a clean driving record.

Knowledge, Skills and Abilities:

- Knowledge of all safety requirements for State and Local governments.
- Knowledge of State and Local Regulations pertaining to public water and sewer systems.
- Knowledge of water distribution and sewer collection system maintenance.
- Ability to use or repair small/light equipment such a power tools.
- Ability to use or repair heavy or complex machinery, such as HVAC systems, construction equipment, or water plants.
- Ability to repair or replace main lines, fire hydrants, valves, manholes, water, and sewer taps.
- Ability to maintain equipment and vehicles.
- Ability to demonstrate good workmanship, performing tasks neatly and in a timely manner.
- Ability to report on time for work and perform the duties of the position as required.
- Ability to maintain a neat, clean, and acceptable personal appearance.
- Ability to establish and maintain effective working relationships with supervisors, coworkers and the public.

PHYSICAL DEMANDS

The work is medium work, which includes exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Crawling: Moving about on hands and knees or hands and feet.
- Crouching: Bending the body downward and forward by bending leg and spine.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Pulling: Using upper extremities to exert force in order to draw haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.

- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity Such as visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORK ENVIRONMENT

This job is performed primarily outdoors in all weather conditions, is frequently subjected to loud noise, strong and or offensive odors, etc. Work may require driving from location to location within Garden City.

Employee Signature and Date Received