

CITY OF LAPEER – JOB DESCRIPTION

Job Title: Utilities Troubleshooter II/Equipment Operator IV
Department: Department of Public Service
Reports To: Utility Division Crew Leader
FLSA Status: Non-Exempt
Prepared by: Pam Reid, Director of Public Works
Prepared Date: October 30, 2017
Approved By: Dale Kerbyson
Approved Date: November 2, 2017

SUMMARY

Employees within this class are distinguished from the Utilities Troubleshooter I/Equipment Operator III by their performance in having additional equipment and utility construction skill sets, plus knowledge which results in expanded duties and responsibilities. An employee in this class performs semi-skilled and skilled labor in construction, maintenance and repair and service activities as they relate to utility infrastructure. Within the Department of Public Works all divisions: Streets, Utilities, and the Wastewater Treatment Plant are cross trained. Job assignments may include work in all three divisions. In performing these duties you will need to operate various types of equipment that range from light duty to heavy duty along with specialized equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Work includes responsibility for performing routine, semi-skilled work tasks usually gained through experience. The employee is expected to exercise initiative and judgment in performing functions independent of a work crew. Work is supervised by a Crew Leader or higher classification utility worker who gives general or specific job instructions, depending upon the nature of the assignment and the employee is expected to perform with or without direct supervision. Work is evaluated through results obtained by the Utility Crew Leader.

Examples of work include:

- Assists in inspection, maintenance, repair, and replacement of broken water, sewer and storm mains, pipes, service lines, service connections.
- Assists in repair, maintenance, and replacement of various valves or fittings used in the system and ensures their proper operations.
- Performs task of collecting water samples throughout the city as required by City, State or Federal governments.
- Assists the Crew Leader in administration of crew scheduling duties, overseeing assigned personnel to ensure efficient, cost effective, and safe completion of duties and projects, and reporting progress, problems and concerns to Crew Leader.
- Assists in repair, replacement, and maintenance of fire hydrants.
- Assists or conducts water pressure tests, leak detection tests, fire flow tests, and other testing with the water system.
- Installs, maintains, cleans, and repairs water, sanitary, and storm service lines, mains, catch basins, manholes, and gate valves.
- Assists or performs various maintenance activities such as raising and lowering valve boxes, curb boxes, covers within the street grade, seal loose valve covers, and manhole covers.
- All general activity as it relates to water, sanitary, and storm.
- Lifts and moves equipment, as well as various water, sewer and storm system parts, couplings, valves, hydrants, pipe, meters, manholes, gate well covers, brick, mortar, or other items as directed.
- Locates utility service lines, mains, and structures in the field for contractors and other utility companies.
- Maintains maps and diagrams for utility locations.

- Installs new water meters, radios units, valves and related utility infrastructure for proper operations; tests, troubleshoots repairs and/or replacement.
- Maintains accurate records of all meter installations or removals including dates, sizes, serial numbers, meter type, meter measuring amounts (100, 1,000 or larger), addresses accounts and other pertinent information.
- Performs electronic reading of radio water meters as required to meet city objectives; performs rereads as needed and makes judgment on corrective actions or required maintenance; investigates and repairs inoperable radios and meters.
- Investigates and responds to high consumption problems, advises customers on leaks in the owners plumbing system, irrigation systems, toilets and other cause(s) of excessive water consumption and advise and recommends possible corrective actions.
- Proficient in operating heavy equipment such as: backhoe, excavator, bull dozer, mini excavator, etc.
- Proficient in utilities construction.
- Responds as required to public inquires, provides information within the area of assignment; resolves complaints in a courteous, efficient, and timely manner.
- Operates construction equipment such as dump trucks, rollers, front loaders, chipper, and power tools such as compressors, rotor hammers, jackhammers, chain saws, asphalt grinders, and concrete saw.
- Inspects and clears obstructions from storm drains.
- Identifies equipment needs for each assigned project.
- Transports equipment/material to job site.
- Performs general maintenance functions to include carpentry, roofing, painting, grounds keeping, plumbing, electrical, cleanup, and other general maintenance tasks.
- Snow removal with the use of a vehicle, snow blower or shovel.
- Performs duties in conformance to appropriate safety and security standards.
- Operates and maintains a variety of mechanical tools and equipment such as power saws, power sanders, drills, air compressors, generators, paint sprayers, lawn mower, tractor, and various hand tools used for building and lawn maintenance.
- May include work within the Street Division: streets, alleys and parking lots.
- May include work at the Wastewater Treatment Plant.
- Responds to emergency situations during and after hours for the purpose of resolving immediate concerns as related to customer service, as well as public health and safety. Answers emergency call-in to take appropriate action such as placing barricades, water main breaks, frozen water service, damaged water meter, weather emergency, sewer back-ups, snow removal, assisting other divisions, etc.
- Learns, implements, and observes safety precautions related to all work performed including traffic control, confined space, trenching, excavating, and power equipment operations; Once trained, assumes personal responsibility for using proper barricading and safety devices in all aspect of utility maintenance and equipment operations.
- Performs all types of task during inclement weather conditions outside or extreme temperatures influx.
- All behaviors comply with City policy/procedures and union contract.
- Operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.
- Continues to expand and improve skill set.
- Builds and maintains positive working relationship with co-works, other City employees and the public, using principles of good customer service.
- Follows the chain of command.
- Performs all other duties as required.

QUALIFICATIONS

- Skills are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

- Skill-based competencies required to satisfactorily perform the functions of the job include: operating all types of equipment.
- Must have the ability to use a computer.
- Must be in good physical condition and have agility.
- Must have the ability to work independently and without direct supervision.
- Must have the initiative, resourcefulness, and good decision skills.
- Must have the ability to establish and maintain good working relationships with other employees and the general public.
- Must have the willingness to accept direction from supervisors or seniority employees and maintain a good working relationship with other employees.
- Must have the ability to understand and follow oral and/or written instructions.
- Must have the ability to operate equipment and vehicles.
- Must have the ability to perform physical labor.

EDUCATION AND/OR EXPERIENCE

- Graduate from an accredited high school or equivalent.
- Demonstrated equipment aptitude in taking Utility Equipment Operator IV practical test with a pass score, if required and a written exam with a standard score of 70 or better to advance from a Utility Troubleshooter I/Equipment Operator III to Utility Troubleshooter II/Equipment Operator IV.
- Minimum ten (10) years of experience as Utility Troubleshooter I/Equipment Operator III, as indicated within the job description in advancing to Utility Troubleshooter II/Equipment Operator IV or minimum 12 years of service within a related field and Equipment Operator IV experience.

LANGUAGE SKILLS

- Must have the ability to read and comprehend simple instructions, correspondence and memos.
- Must have the ability to write correspondence.
- Must have the ability to effectively present information in one on one and group situations to the public and other employees of the organization.

MATHEMATICAL SKILLS

- Must have the ability to add, subtract, multiply, divide, using all units of measure, using whole numbers and fractions, as well as decimal and percentage numbers.
- Must be able to compute rates, ratios and percents.
- Must have the ability to draw and interpret bar graphs.

REASONING ABILITY

- Must have the ability to apply common sense, understanding to carry out detailed written or verbal instructions.
- Must have the ability to deal with problems involving variables in standardized situations.
- Must have the knowledge and ability to use Microsoft Windows and Microsoft Office products.
- Must have the ability to use other software products as required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Must possess a valid Commercial Driver's License, Class B with air brake endorsement.
- Must attend classes as offered for utilities knowledge, maintenance and DEQ certifications.

PHYSICAL DEMANDS

- Must be able to sit, stand, climb, balance, stoop, kneel, crouch, crawl, talk and hear to perform most job duties.
- Climbing steps and pulling full weight up with arms are essential functions of this job.
- Must be able to lift a minimum of 50 pounds.
- Must be able to work in all types of weather conditions and temperatures.

WORK ENVIRONMENT

- While performing this job, the employee will be exposed to outside weather conditions, high humidity, heat, cold, and will be exposed to mechanical devices.
- Must be able to work in confined spaces and in the dark.
- Must be able to work and be comfortable with heights.
- Will be exposed to chemicals, cleaners and toxins while performing job tasks.

REQUIRED TESTING

- Alcohol and Drug Testing.