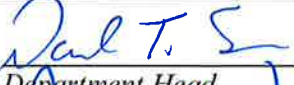
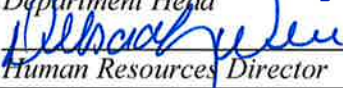


**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Utility Maintenance Worker		PAY GRADE: 5	
DEPARTMENT: Utilities	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
REPORTS TO: Wastewater Lead Operator			
BARGAINING UNIT: AFSCME/Blue Collar			
APPROVED: <u></u> Department Head		<u>9/4/19</u> Date	
<u></u> Human Resources Director		<u>9/5/19</u> Date	

I. PURPOSE SUMMARY. Under general supervision of the lead operator, performs routine maintenance of wastewater services for rural areas for the Septage facility, lift stations, and wastewater facilities/treatment plants.

II. ESSENTIAL DUTIES.

Provide a variety of Customer Service; perform routine maintenance for public, wastewater collection and treatment systems and septic disposal facilities; may work independently or part of a regular maintenance crew, or as needed to assist skilled tradesmen. . Inject chemical into sewer system; operate pumps, valve and other processing equipment to move wastewater through various treatment processes. Interpret meters and gauges to ensure plant equipment and processes are working within established operational ranges. Operates and maintains motor vehicles, compact tractor, and/or front-end loader; may drive a truck or other light vehicle in the course of duties; maintains buildings and outside grounds areas. Responsible for knowing and abiding by all department and County policies and procedures.

Position requires availability for responding to emergency situations on a 24-hour basis.

III. ADDITIONAL DUTIES. Performs other job-related duties as assigned.

IV. QUALIFICATIONS.

A. Education. High school diploma or GED

B. Education/Experience Substitution. In accordance with County policy

C. Experience. A minimum of six (6) months full-time experience performing routine maintenance and/or any type of operations in Utilities

D. Licenses/Certifications. Must have a valid driver's license and maintain a satisfactory driving record in accordance with County policy.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass a background and driver's license check.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of the various equipment, materials, methods, and practices used in the water utilities trade.

The ability to effectively communicate in English oral and written form; follow written instructions and work independently; read service manuals and complete minor repairs using standard methods; operate a variety of general tools and equipment related to the water utilities trade; and establish and maintain effective and cooperative working relationships with others.

Must have skill in driving a back hoe, operate a crane, bobcat and drive a truck to flush sewer lines and clean lift stations.

2. FREEDOM TO ACT.

Work is performed under the general supervision of the Lead Operator or Operations Manager. The supervisor makes assignments by defining objectives, priority, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. Methods used in arriving at end results are not usually reviewed in detail.

3. GUIDELINES AND JUDGMENT.

Procedures for doing the work have been established, and a number of specific guidelines are available. The position works in strict adherence to the guidelines. Deviations must be authorized by the supervisor.

4. PHYSICAL DEMANDS.

The employee must be able to communicate effectively, both orally and in writing and operate general office equipment. The employee must be able to demonstrate extensive physical abilities in outdoor working conditions. Employee will utilize a self-contained breathing apparatus (SCBA). Visual acuity needed to determine fine motor/pump alignment, live electrical wiring, and color acuity to determine residual of field-testing. Lift, carry and/or re-position up to 100 pounds; climbing, crawling, kneeling, stooping and working in confined, restrictive environments, at times using a SCBA.

5. WORK ENVIRONMENT.

Essential duties are performed indoors 30% of the time under normal controlled temperature conditions and 70% of the time outdoors under fluctuating temperature and weather conditions. Employee may be exposed to toxic gases and fumes and to infections and disease. Irregular working hours and 24 hour standby are required.

6. SUPERVISORY RESPONSIBILITY.

None, The position is responsible for its own work.

IV. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*