

SOOS CREEK WATER & SEWER DISTRICT

JOB DESCRIPTION

JOB TITLE: UTILITY WORKER - Entry Level

GRADE: 5

REPORTING RELATIONSHIPS:

REPORTS TO: FIELD SUPERVISOR

DIRECTS: NONE

JOB SUMMARY: Assists in most areas of maintaining, repairing and inspecting water and/or sewer lines, pump stations, lift stations, and wet wells. Provides assistance in flushing lines and chlorinating water tanks. Assists with meter changes, trims and insulation of meter boxes. Maintenance of grounds, buildings, and equipment (main office, lift stations and pump stations).

CONTACTS:

INTERNAL: Office Staff, Field Personnel, Commissioners

EXTERNAL: District Customers, General Public

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Assists with repair of water and/or sewer lines.
2. Assists with mainline cleaning using the Jet truck.
3. Maintenance and cleaning of District facilities (District office, lift stations, pump stations, water tanks, wet wells, cut/clear easements, mowing/weeding lawns, landscaping and plant care).
4. Assists in the inspection of water and sewer lines.
5. Assists with the flushing and chlorination program.
6. Assists with meter changes, trims and insulation of meter boxes.
7. Pressure washing, cleaning, and painting of buildings, pumps, piping, fire hydrants, etc.
8. Assists in all emergency repairs.
9. Works in a safe and responsible manner, following safety policies and procedures.

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10. Responsible for operating and/or maintaining trucks, and other miscellaneous tools and equipment.
11. Performs all other assigned duties and responsibilities; assisting other employees; or substituting for other employees when needed; and willing to cross train in other areas.

MINIMUM QUALIFICATIONS:

Knowledge of:

1. Equipment and tools used in landscaping and grounds maintenance.

Skills:

1. Good driving skills/driving record.

Ability to:

1. Learn how to properly tow a utility trailer.
2. Have good public relation skills.
3. Communicate effectively, both orally and in writing.
4. Work harmoniously with the public and District employees.
5. Recognize what needs to be done and the willingness to accomplish such work without direction on each task.
6. Quickly comprehend and carry out instructions, and work independently with minimum supervision.
7. Communicate with customers and to favorably represent the District to the public.
8. Maintain clear, concise and accurate records, and report on items that need attention.
9. Accept responsibility to the health and welfare of the community by performing the responsibilities of the job in a manner that will provide efficient service to the public.
10. Work in and around hazardous conditions, confined spaces, odd hours, traffic, toxic substances, fumes, dogs, outside elements - cold, heat, etc.
11. Perform manual tasks involving physical strength and endurance such as heavy lifting, climbing, balancing, stooping, kneeling, twisting and reaching.
12. Read and understand street maps and have a sense of direction.
13. Obtain a flagger card within 3 months of employment.
14. Obtain a Commercial Driver's License within 3 years of employment.

Education and Experience:

1. High School diploma, or G.E.D.

Licenses or Certificates:

Valid Washington State Driver's License with a good driving record.