



**Job Title:** Utility Maintenance Worker II  
**Department:** Water / Wastewater  
**FLSA Status:** Non-Exempt, Hourly, Full Time  
**Revised Date:** See Below

### **Accountability**

Under the direction of the Water/ Wastewater Director.

### **Job Summary**

Performs a variety of semi-skilled and skilled work in the service, repair and maintenance of the water treatment plant, wastewater treatment plant, water distribution system, sanitary collection system, and other public infrastructure.

### **Essential Job Functions**

Performs a variety of semiskilled and skilled work using general and specialized equipment, tools and vehicles for the following:

#### Water Treatment Plant:

Services, repairs and performs general maintenance on the grounds, well field, and buildings; assists in the operation of the Plant; conducts sample collection, testing and records data; orders chemicals and supplies; performs general cleaning.

#### Wastewater Treatment Plant:

Services, repairs, and performs general maintenance on grounds and buildings; follows general operating procedures; conducts sampling, lab testing, data record keeping; SCADA operations; performs general cleaning.

#### Water Distribution System:

Services and maintains distribution pipes, fire hydrants, water towers and reservoirs; taps mains; flushes fire hydrants; repairs/replaces distribution valves; assists in the repair of service main breaks, by performing groundwork including digging and concrete work; assists with line mapping, new construction line inspections, and record maintenance; assists with water meter installations, change outs, disconnections and readings as needed; responds to customer service calls regularly and emergency calls as needed.

#### Sanitary Sewer System:

Inspects and repairs sanitary sewers, manholes, lift stations; cameras, jet-cleans and root-cuts sewer lines; vacuums pits; assists with line mapping, new construction line inspections, and record maintenance; responds to customer service calls regularly and emergency calls as needed.

### **Additional Duties and Responsibilities**

Assists in the Municipal Swimming pool, including startup and shut down as well as general maintenance as well as final winterization efforts; may assist with utility infrastructure locates as needed.

### **Knowledge, Abilities and Skills**

Ability to work under adverse weather conditions; ability to lift minimum of 50 lbs. of concrete or other materials; carries, pushes and pulls a variety of equipment, materials and tools; stands, walks, climbs, balances, stoops, kneels, reaches, bends, and works in a crouched position for extended periods of time; ability to work in confined areas and near bodies of water; ability to climb up onto and down from equipment; ability to work in strong and sometimes offensive odors. Knowledge of municipal water and wastewater operations is desired; knowledge of operation and maintenance of motor vehicles, light equipment and hand tools; understanding of SCADA systems; knowledge of the City's water metering system, City water ordinances and departmental policies affecting the public; ability to keep accurate records, make basic mathematical computations and operate computer programs including Microsoft Office; ability to operate various equipment and tools including but not limited to: jet sewer machine, easement machine, vacuum machine, backhoe, dump truck, motor vehicles, and skid loaders; sewer camera, mowers, trimmers, and general power tools. Ability to work evenings/weekends as needed and to rotate on-call duties; ability to work irregular hours—up to 18-hour shifts—when completing snow removal or emergency repairs; good oral and written communication skills to effectively communicate on a daily basis with the public, coworkers and other departments; capability to utilize City-owned computer for logging hours of work as well as leave requests

### **Education and Experience**

Graduation from high school or equivalent and three (3) years prior experience in water distribution and sanitary sewer

systems services, with at least one (1) year of experience as Utility Maintenance Worker I or equivalent; or Associate Degree from an accredited college or university with major course work related to water and wastewater systems management and one (1) year of experience at as Utility Maintenance Worker I or equivalent. One (1) year of experience with various computer programs and functions is desirable; or any equivalent combination of training and experience which provides the desirable skills, knowledge, and abilities deemed to be sufficient for the position.


**Special Requirements**

Possession of a valid Class B Commercial Driver's License with a tanker endorsement, or the ability to obtain within first six (6) months; a Water Plant Operator III Certification; a Backflow Technician VI Certification; and a Grade II Wastewater Treatment Plant Operator Certification.

**Note:** *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*

Job Description Revision Approved:

  
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City Administrator

  
\_\_\_\_\_  
Date