

# Clinton Utilities Board



## JOB DESCRIPTION

JOB TITLE: Water and Sewer Crew Member

Status: Non-Exempt

DEPARTMENT: Water & Sewer

RESPONSIBLE TO: Water & Sewer Crew Leader

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### JOB CONTENT:

To perform technical construction tasks in the maintenance, installation, and repair of water and wastewater infrastructure in the CUB systems. Ensure that all work meets the established standards of CUB and other regulating agencies. The individual with on-the-job training, classroom training, and demonstrated advanced technical ability will provide advancement through the pay grades and/or to the position of Water & Sewer Crew Leader as an opening may become available.

### DUTIES AND RESPONSIBILITIES:

1. Responsible for possessing basic technical knowledge of performing utility construction work including, without limitation:
  - a) Basic properties of water and wastewater systems.
  - b) Installation, reactive maintenance, preventative maintenance, and construction support of utility operations.
  - c) Operation and maintenance of construction tools and equipment.
  - d) Personal and work site safety in a construction environment.
  - e) Standard operation procedures for pipeline installations and repairs.
  - f) General understanding and concern for customer needs and expectations.
2. Responsible for clearly communicating with other W&S Crew Members, Crew Leaders, and other CUB personnel when necessary.
3. Possess public relations skills necessary to resolve customer concerns in a courteous and timely manner.
4. Responsible for learning and performing pipeline construction tasks including, without limitation:
  - a) Safe and efficient asphalt and concrete cuts.
  - b) Proper trench backfill methods.
  - c) Installation of water meters.
  - d) Service taps for service installations.
  - e) Assembly of pipe and fittings.
  - f) Safe operation of tools and equipment.
5. Responsible for learning and practicing CUB standard operating procedures and specifications for installing and repairing utility infrastructure.
6. Safely operate specific types of CUB vehicles and trailered equipment on streets and highways in all types of weather conditions in accordance with City and State regulations.
7. Responsible for working in a safe manner to ensure safety and safety of others, including entering and working in confined spaces, working with lock-out/tag-out procedures, and working in hazardous environments.
8. Demonstrates good verbal communication skills in use of cell phones, two-way radios and interactions with customers and co-workers, and must possess good writing and data entry skills.
9. Knowledge of CUB's service areas (geographical areas) and locations of facilities.
10. Requires ability to function effectively and remain calm under emergency situations.
11. Ability to use computers and iPads in relation to work.

12. Maintains equipment in a clean, usable, and safe condition at all times.
13. Maintains a well-groomed, professional appearance and conducts himself/herself in a courteous manner.
14. Presents a positive image of CUB and a caring compassionate attitude toward its employees and customers.
15. Perform other related tasks, activities and/or duties as assigned.
16. Perform and contribute in a teamwork environment.

**EDUCATION, TRAINING AND SPECIAL SKILLS:**

High school education or equivalent with a high degree of mechanical ability. Must have the ability to be trained to use all equipment, tools, instruments, etc., necessary to perform all work required in the classification and must obtain any required certifications. Must have previous experience as a Water and/or Sewer utility worker. To advance in this position an individual must possess adequate computer skills and acquire extensive training using all equipment, tools, instruments, etc. necessary to perform any and all work required under this classification.

**CERTIFICATES, LICENSES & REGISTRATIONS:**

Must maintain a valid Tennessee Driver's License and maintain a valid Tennessee Commercial Driver's License (CDL). Possession of or must have ability to obtain a CDL within six (6) months of employment (Date of Hire). Must obtain Tennessee Department of Environment & Conservation (TDEC) Grade 2 Wastewater Collection System or Grade 2 Water Distribution System certification within 18 months after date of hire.

**INTERNAL AND EXTERNAL CONTACTS:**

Frequent contact with employees in other departments of the Board. Daily contact with the general public and contractors.

**PHYSICAL DEMANDS OF JOB:**

Must be able to carry, push, pull, reach, and lift equipment and parts weighing up to 50 pounds. Ability to bend, stoop, kneel, crouch, crawl and climb during field maintenance and repair work, and work where conditions are cramped, and headspace is limited. Must be able to: stand and walk for extended time periods; move about on foot through uneven terrain; work in an environment with dust, dirt, wastewater/sewage and possibly hazardous materials; use a telephone and office equipment such as computers, iPads, printers and copiers; communicate orally with co-workers, contractors and the general public; work extended hours and occasionally change work hours or work overtime; and work on structures up to 50 feet high. Requires hearing and vision to be within normal ranges with or without correction. Requires above normal visual and consistent mental alertness. Must be able to climb steps and work from ladders. Requires heavy physical labor normally associated with ditch digging, installation of water and sewer piping, street repairs and operating certain tools and equipment requiring considerable physical strength and endurance.

**WORKING CONDITIONS:**

Works outside a majority of the time, from a CUB vehicle, in CUB and customer facilities, in all kinds of weather and is exposed to equipment and machine noise, dirt, dust and traffic. Works inside as necessary in shop/warehouse setting and at times will be in classroom setting as necessary for training. Subject to hazards, such as asphyxiation, explosions, burns, electrical shocks, falls, high/low temperatures, high humidity, etc. Subject to irregular or extended work hours as necessary and to being called in at any hour in emergency situations. Must be adaptable to changing working hours, working overtime, work environment and learning new skills and techniques as required. Occasionally works under stress in emergency situations.