



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 514.0

Job Title: **UTILITY WORKER**

Pay Grade: 12

GENERAL SUMMARY:

Provides for effective maintenance and mechanical service for water and wastewater utility services. Utilizes troubleshooting abilities to solve utility problems.

RESPONSIBILITIES:

- Utilizes a data tracking system and other sources to dispatch, investigate and determine the status of the general public's complaints.
- Investigates and responds to complaints from the general public and notifies customers regarding status of service, i.e. type of maintenance required to repair, restore or terminate service.
- Renews utility services to designated areas.
- Reads blueprints. Repairs and maintains wastewater and water mains, taps and meters. Maintains and repairs fire hydrants.
- Maintains and monitors wastewater treatment facilities and pump stations and analyzes water samples to ensure water quality.
- Assists with rodding, cleaning and televising sewer mains.
- Coordinates warehousing activities, such as shipping and receiving of materials and equipment.
- Operates trucks, equipment and power tools to complete repairs and maintenance activities. Uses trucks and equipment to transport equipment, tools, materials, refuse and supplies. May operate heavy equipment such as a backhoe, roll back truck, dump truck or pumps.
- Prepares and cleans trucks, equipment and tools. Prepares vehicle maintenance reports.
- Performs miscellaneous activities such as taking photographs, setting up driveways, curbs and street cuts, landscaping, contract inspections and field errands.
- Observes and follows safety regulations by wearing required safety clothing and equipment and using required safety devices.
- May act as a lead worker on a crew, make repair decisions and inspect work sites. Prepares completed work orders and reports to record parts, tools and materials.
- Maintains and repairs buildings, equipment and facilities by performing carpentry, painting, cementing and other maintenance duties.

SPECIFICATIONS:

KNOWLEDGE:

Requires a high school diploma or a GED certificate.

EXPERIENCE:

Six months of experience as a laborer, utility worker or in other related work are required.

License: Requires a valid Texas Driver's license (TDL) and compliance with the City of Houston's policy on driving. Depending on the type of equipment to be operated, a valid Class A or B Commercial Driver's License (CDL) may be required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work cause some expense and inconvenience. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

SUPERVISION EXERCISED:

Direct Supervision:

May be assigned to regularly perform general scheduling and review of work as a "working supervisor" or lead person over two or more Utility Workers.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls and answering simple questions.

PHYSICAL EFFORT:

The position involves considerable physical exertion, such as regular climbing of ladders, lifting of heavy objects (up to 80 pounds) on a highly frequent basis and/or assuming awkward positions for long periods of time.

WORK ENVIRONMENT:

There are routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

PHYSICAL SKILL:

Requires the ability to make closely coordinated eye/hand movements within very fine tolerance and/or calibration demands; or the ability to make rapid closely coordinated eye/hand movements on a patterned response space within somewhat fine tolerance demands; or the ability to make coordinated eye/hand movements within fine tolerances with large equipment as an extension of the worker.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:
Utility Worker

Effective: August 2004