

CITY OF TALLADEGA

JOB DESCRIPTION

Job Title: Construction and Maintenance Worker I

Department: Water and Sewer

FLSA: Non – Exempt

Grade: 3

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: July 2018

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Construction and Maintenance Supervisor

Subordinate Staff: None

Other Internal Contacts: All City Departments

External Contacts: General Public; Alabama Department of Environmental Management (ADEM); Environmental Protection Agency (EPA); Alabama Department of Public Health (DPH); Alabama Department of Transportation (ALDOT); Utility Companies; Talladega County Health; Contractors; Vendors

Job Summary

Under the immediate supervision of the Construction and Maintenance Crew Chief, the employee assists in the performance of moderately complex construction and maintenance activities dealing with the City's water and sewer systems. Employee receives specific instructions from supervisor. Work is performed under established procedures with regular inspections during progress with final inspection of completed work. Employee performs routine manual labor in completing assigned projects. Employee performs maintenance inspections on assigned equipment, notifies the Crew

Chief of equipment failures, and may assist with repairs. This is an entry-level job in the construction and maintenance job classification. This job classification is identified as safety-sensitive and is subject to a pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Equipment Operation. Operates equipment to accomplish assigned tasks in maintaining City water and sewer systems.

1. Receives project assignments from the Construction and Maintenance Crew Chief.
2. Operates power equipment and hand tools in the installation and maintenance of the City's water and sewer systems.
3. Drives and operates motorized equipment, including the tractor/mower, bush hog, and side cutter.
4. Performs manual labor activity regularly requiring the use of shovels, picks and/or jackhammers.
5. Operates small engine power tools including chain saws and weed eaters.
6. Reports the need for equipment repairs needed to the supervisor.
7. Conducts daily safety check prior to use of each piece of equipment.
8. Operates other equipment to assist in construction projects.
9. Assists in loading and unloading equipment and materials at job sites.

ESSENTIAL FUNCTION: Department Construction and Maintenance Operations. Operates heavy equipment to install, repair and maintain City water and sewer systems. Performs manual labor activities as assigned.

1. Assists in the excavation work installing or uncovering water and sewer lines.
2. Digs holes in locating water and sewer leaks.
3. Installs new water and/or sewer lines according to engineering specifications.
4. Assists in inspecting water and sewer lines for needed repairs.
5. Repairs City streets using hot mix or asphalt.
6. Performs concrete work according to plan specifications.
7. Installs, lays, and replaces drain pipes.
8. Covers water and sewer pipes with appropriate materials; compacts.
9. Installs and tests fire hydrants.

ESSENTIAL FUNCTION: Vehicle/Equipment Maintenance. Assists in the general maintenance of City equipment used in Department construction and maintenance projects.

1. Performs daily and monthly safety and maintenance vehicle inspections on assigned equipment.
2. Performs preventative maintenance on equipment; checks tires, oil, fluid levels and lights.
3. Ensures assigned equipment is fueled.
4. Reports equipment maintenance status to supervisor.
5. Stocks crew truck with needed materials and supplies.

ESSENTIAL FUNCTION: Manual Labor. Performs manual labor to assist in the completion of Department construction and maintenance projects.

1. Digs trenches, assists in setting pipe.
2. Uses a chain saw to cut trees and bushes.
3. Installs and cleans drainpipes.
4. Performs flagman duties, as needed, during project work.
5. Shovels asphalt, rocks, dirt and other materials during road repairs.
6. Performs other duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of City and Department rules, regulations, policies and procedures.
2. *Knowledge of City geography.
3. *Knowledge of water and sewer system construction and maintenance methods and techniques.
4. Knowledge of concrete work.
5. Knowledge of equipment and power tool operation and maintenance.
6. Knowledge of safety rules including accident causation and prevention.
7. Reading skills to comprehend operator manuals, directives, procedures, instructions, and work orders.
8. Verbal skills to communicate effectively with supervisor, co-workers, and general public.
9. Writing skills to clearly and neatly complete routine forms and records.
10. Hand-eye skills to properly operate equipment and use basic hand tools.
11. Ability to understand moderately complex oral and written instructions.
12. Ability to communicate effectively with supervision, co-workers and the general public.
13. Ability to organize and multi-task.
14. Ability to work with supervision.
15. Ability to work independently or as part of a team.

16. Ability to deal with the public in a courteous manner.
17. Ability to exercise good judgment and make sound decisions.
18. Ability to handle stressful situations when working with upset customers.
19. Ability to use construction measuring devices.
20. Ability to operate handheld tools.
21. Ability to operate powered equipment.
22. Ability to perform manual labor.
23. Ability to lift and move heavy objects.
24. Ability to wear protective clothing and safety equipment as required.
25. Ability to work outside in adverse or extreme weather conditions.
26. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. One (1) year of work experience in the construction field; or any combination of education, training and experience that demonstrates the above listed knowledge, skills and abilities commensurate with the requirements of this job.
3. Possess a current and valid driver's license and be insurable.
4. Ability to obtain and maintain a Class B CDL (CDL A to operate a low-boy tractor trailer) based on Department needs, within six (6) months of hire.
5. Ability to work overtime, weekends, or emergencies as needed.
6. Ability to be on-call.
7. Ability to travel throughout the City.
8. Ability to pass a background check and random drug screenings.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.

Acknowledgment

I acknowledge that I have received a copy of my job description.

I am aware that any questions about my job performance expectations should be referred to my supervisor or department director.

Printed name

Signature

Date