

**CITY OF AUSTELL
DEPARTMENT OF PUBLIC WORKS
CLASSIFICATION DESCRIPTION**

Class title: Maintenance Worker I
Department: Public Works
Division: Water/Sewer

GENERAL PURPOSE

Performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment on the construction, operation, repair, maintenance, and replacement of City Street and storm drainage facilities and systems.

SUPERVISION RECEIVED

Works under the immediate supervision of a Division Supervisor and/or Crew Leader.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Assists in maintaining water quality by taking water samples as required.
2. Maintains a variety of records relating to inspections, and maintenance activity.
3. Determines the locations of water, sewer, gas, telephone, power, cable and/or fiber optic cables from the appropriate sources prior to excavation.
4. Responds to complaints regarding water leaks, pressure loss or no water.
5. Contacts residents and business owners in area where services will be interrupted and explains when services will be shut off and how soon it will be restored.
6. Insures proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
7. Performs routine inspections and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.
8. Performs all duties in conformance to appropriate OSHA standards.
9. Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, line cleaning, main and pipe repair, laying and backfilling.

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10. Make water service connections to water mains, including line tapping and valve installing.
 11. Make sewer service connections to sewer mains, including line tapping.
 12. Cuts, fits, lays, repair, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services and fire hydrants; shutting off broken sections of water mains.
 13. Services water supply and other pumps; flushes hydrants as needed.
 14. Operates a variety of power construction and maintenance equipment used in the Water Department.

PERIPHERAL DUTIES

Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.

Operates light and medium-sized construction and power equipment, such as backhoe or loader.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. High school diploma or GED equivalent.
2. Two (2) years of experience relating to construction, maintenance or repair.
3. Equivalent combination of education, training and experiences which provides the requisite knowledge, skills and abilities.

Necessary knowledge, skills and abilities:

1. Basic knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.
2. Skill in operation of a wide variety of tools and equipment.
3. Ability to perform heavy manual tasks for extended periods of time.
4. Ability to work safely.
5. Ability to communicate effectively both verbally and in writing.
6. Ability to establish and maintain effective working relationships with employees, other departments and the public.
7. Ability to understand and carry out written and oral instructions.

SPECIAL REQUIREMENTS

Valid Georgia driver's license and CDL certification, or ability to obtain one.
Certification as a Water Distribution Specialist, or ability to obtain one within one (1) year of employment.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, street roller, lift truck, tamper, plate compactor, saws, pumps, aeroil propane kettle, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, phone, ditch witch and other related equipment.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl and smell.

The employee must frequently lift and/or move up to twenty five (25) pounds and occasionally in and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check and job related tests may be required. The City of Austell is a Drug-free work place, if selected; an employment physical and drug screen will be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the City of Austell and the employee and is subject to change by the Austell Public Works as the needs of the City of Austell and requirements of the job change.

The City of Austell is an Equal Opportunity Employer. Austell City Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

How to apply:

- Please complete an application in its entirety and return it to Human Resources.
 - ❖ 5000 Austell Powder-Springs Rd. Suite 220
Austell, GA 30106
(770) 944-4303