Ottumwa Water & Hydro

**JOB DESCRIPTION**

**Title:** Water Distribution Utility Person

**Pay Range:** Pay Grade 11

**Date: March, 2022**

**Job Summary:** Under direction of the Water Distribution System Manager and also receives instruction from a Distribution System Foreman, performs skilled tasks involved in the operation and maintenance of the water distribution system and performs related work as required.

**Duties and Responsibilities:**

* Required to participate in “on call” rotation. Must be able to report to work within 30 minutes of being called.
* Must be able to safely repair, maintain and install water main, service lines, meters, meter boxes, hydrants, valves and other water distribution apparatuses.
* Make street and sidewalk excavations and repairs.
* Loads and unloads trucks.
* Taps water mains, thread and cut pipe.
* Set up traffic controls and maintains safety around work areas.
* Ability to drive pick-up, dump, winch and other trucks.
* Operates various mechanical tools such as jackhammers, tampers and boring machines.
* Cleans trucks and tools.
* Must be able to work with the public.
* Must be able to pour and finish concrete.
* Must be able to work efficiently with minimal supervision.
* Must be able to read and understand work orders and complete in timely manner.
* Must complete reasonable amount of work daily.
* Must work under all safety rules and regulations.
* Other duties as assigned.

**Knowledge, Skills and Abilities**

* Knowledge of materials, equipment, tools and methods used in the water utility industry.
* Knowledge of safety rules and regulations.
* Ability to obtain water distribution license.
* Ability to make simple repairs and to assist on major and complex activities.
* Ability to establish and maintain effective relationships with others.
* Ability to work with maps and GIS Systems.
* Must have developed language skills to be able to read and understand instructions, rules, look up information in reference sources, etc.
* Speak clearly and distinctly with appropriate pauses, emphasis and correct pronunciation. Must be able to communicate using two-way radio and other communication equipment. Must be able to convey, understand and exchange information with others.

**Credentials and Experience**

* High school graduate or equivalent.
* Four years experience in water utility work or related experience.

**Special Requirements**

* A driving record consistent with maintaining insurability under the Ottumwa Water Works Vehicle Insurance Policy.
* Attend Safety Training Classes.
* Must be able to work underground with shoring.
* Must be able to work in extreme weather conditions.
* Possession of Grade I Water Distribution license, or the ability to obtain within eighteen months of employment.

## RESPONSIBILITY

**CUSTOMER SERVICE**: None Occasional Frequent Continual X

Nature of responsibility

**CARE OF EQUIPMENT**: None Occasional Frequent Continual X

Nature of responsibility

**CUSTOMER CONTACT**: None Occasional Frequent Continual X

Nature of responsibility

**SUPERVISION RECEIVED**: Close Moderate Intermittent General X Little or none

**DECISION-MAKING** (Check as many as applicable): Little Moderate X Much\_\_\_\_\_\_

Governed by procedure X Guided by policy X Guided by objective

**EQUIPMENT USED** Backhoe, Boom truck, Concrete saw, Jackhammer, Tampers, Boring equipment, etc.

**PHYSICAL REQUIREMENTS:**  Ability to lift 100 pounds. Ability to work in mud and in all other weather conditions.

### SUPERVISION OF OTHERS

Functions reporting (directly or through subordinates) to this position:

Maximum number of employees regularly supervised:

FUNCTION

### ESSENTIAL KNOWLEDGE AND UNDERSTANDING

Material Safety Data Sheets, Personal Protective Equipment, Iowa Department of Natural Resources water

Distribution rules and regulations, Competent person, Trench / shoring, confined space, lifting device,

blood borne pathogens, traffic control, etc.