

CLASS TITLE: UTILITY SERVICE WORKER I

PURPOSE OF THE CLASSIFICATION: Under general supervision performs a variety of unskilled and limited semiskilled tasks working on individual assignments or as a member of a crew in major repairs involving utility services work of a hazardous nature and other related assigned duties.

ESSENTIAL TASKS:

- Assists in removal, installation, testing, diagnosis, repair, inspection and calibration of medium and large meters/valves and utility water and service lines
- Assists in the troubleshooting, installing and programming Automated Meter Reading (AMR) devices
- Maintains and repairs/replaces pipes, valves, meters and related equipment
- Reports and corrects meter tampering violations
- Cleans and sanitizes meter mechanisms
- Performs various meter repair/test operations, accurately reading and reporting meters to ensure accuracy of tests
- Performs normal adjustment, service and routine maintenance on equipment
- Operates a variety of medium to heavy automotive equipment
- Operates various types of machinery, equipment and power/hand tools
- Sets up site protection equipment and flags traffic
- Installs and removes shoring equipment
- Communicates with customers prior to meter replacement/repair or to resolve billing disputes
- Maintains material and tool inventory on truck
- Completes related paperwork, utilizing a laptop computer to record field work
- Assists with inspection, testing and certification of contractor-installed meters and cross trains in higher classifications
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development (GED) Diploma, and three (3) months of experience performing heavy manual labor (repair of mechanical equipment a plus); or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities, and Skills: Good knowledge of heavy manual labor practices, methods, tools and materials; and good knowledge of the hazards of the work. Ability to perform manual labor over an extended period of time in varying weather conditions; ability to understand verbal and written instructions; ability to perform mathematical calculations and assist with testing and repair of large water meters; ability to use hand and mechanical tools and equipment; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information.

Physical Requirements: Physical requirements include frequent walking and standing; frequent lifts/carries up to 60 pounds; occasional lifting and carrying up to 105 pounds; pushing and pulling up to 60 pounds; frequent balancing, bending, kneeling, handling, climbing, smelling, and twisting; occasional reaching, crawling, and feeling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License; possession of a Class "B" or Class "A" Commercial Driver's License with applicable endorsements within six (6) months from date of hire; possession of a valid Oklahoma Class "D" Water/Wastewater License as issued by the Department of Environmental Quality (DEQ) within nine (9) months from date of hire; Confined Space Entry, Trenching and Shoring Certification within one (1) year of hire date.

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WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, in inclement weather; May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, radiation, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, oily surfaces and refuse/garbage/litter.

Class Code: 8528

EEO Code: N-08

Pay Grade: LT-14

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

Effective date: March 6, 2017