



**CITY OF JASPER**  
**JOB DESCRIPTION**

**A. IDENTIFICATION INFORMATION**

1. **Job Title: UTILITIES MAINTENANCE TECHNICIAN**
2. **Department: Water-Wastewater**                      **Division: N/A**
3. **FLSA Classification: Non-Exempt**                      **Pay Grade:**

**B. INTRODUCTORY STATEMENT**

This position performs a variety of semi-skilled to skilled work in construction, replacement, repair, installation, and cleaning of the City's sanitary sewer and water distribution systems and related facilities.

**C. ESSENTIAL JOB FUNCTIONS:** Duties may include but are not limited to the following:

1. Install, remove, clean, repair, and maintain sewer lines, water lines and related city facilities.
2. Cut, flush, lay, install, repair, and tap water mains, sewer lines, tapping sleeves, curb boxes, valves and hydrants, etc.
3. May operate large construction equipment such as dump trucks, backhoes, loaders, trenching machines, etc.
4. Build and repair manholes and other related facilities.
5. Participate in construction, maintenance, and repair work, using established safe work practices and procedures.
6. Install barricades and route traffic in a safe manner.
7. Respond to and investigate public complaints and requests for service.
8. May assist in turning on new water services, turning off discontinued water services and delinquencies, disconnect sewer services, and distribute notification papers related to the same.
9. May operate sewer cleaning equipment in emergency conditions.
10. Locate and repair water leaks, damaged lines, and worn valves.
11. Test, repair, install, and replace backflow prevention devices.
12. Operates and repairs water pumps.
13. Performs asphalt repairs; pours concrete, patches holes and landscapes work areas upon completion of repairs or installation.
14. Assists in the maintenance of department tools and equipment.
15. May assist with storm clean-up activities.
16. Responds to after-hours emergencies.
17. Performs other related duties as assigned.

## **D. JOB FACTOR SPECIFICATIONS**

### 1. Job Requirements

#### a. Knowledge Skills and Abilities

1. Knowledge of the techniques, equipment and procedures used in the installation, maintenance and repair of a water distribution system.
2. Knowledge of the techniques, equipment and procedures used in the installation, maintenance and repair of a sanitary sewer collection system.
3. Knowledge of city and department policies and procedures.
4. Knowledge of the city's geography and the municipal street system.
5. Basic knowledge of sanitary sewer collection system operations.
6. Basic knowledge of potable water system operation and drinking water treatment processes.
7. Knowledge of safe work practices under hazardous conditions such as confined space entry and working in the public right-of-way.
8. Ability to recognize and deal with hazards encountered in the course of work.
9. Ability to perform a variety of construction, repair, and maintenance tasks.
10. Ability to work under routine and emergency conditions, sometimes in standing water and wastewater and in severe weather conditions.
11. Ability to install, repair, remove and clean pipes.
12. Ability to work efficiently and safely with others.
13. Ability to understand and follow instructions and directions.
14. Skill in the operation and management of a variety of equipment and vehicles.
15. Skill in the operation and repair of pumps, valves and related mechanical and electrical equipment.
16. Skill in problem solving.
17. Skill in interpersonal relations.
18. Skill in oral and written communication.

### 2. Responsibility

- a. This position has no supervisory responsibilities.

### 3. Personal Work Relationships

- a. Contacts are typically with co-workers, other city employees, and the general public.
- b. Contacts are typically to exchange information, resolve problems and provide services.

### 4. Physical Effort and Work Environment

- a. The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools and equipment requiring a high degree of dexterity, distinguishes between shades of color and utilizes the sense of smell.

- b. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, odorous fumes or airborne particles; and outside weather conditions such as extreme cold and extreme heat; and unsanitary conditions. May also be exposed to odorous atmospheres, standing water and/or wastewater, and confined spaces for extended lengths of time. The work requires the use of personal protective devices such as masks, goggles, gloves, hard hats, etc.
5. Guidelines
  - a. Guidelines include city and department policies and procedures, safety regulations, operation manuals, relevant state laws and traffic laws. These guidelines are generally clear and specific but may require some interpretation in application.
6. Complexity and Scope of Work
  - a. The work consists of related maintenance duties. Heavy traffic and inclement weather contribute to the complexity of the work.
  - b. The purpose of this position is to participate in the maintenance of water and sewer lines. Successful performance contributes to a safe and well-maintained water and sewer distribution system.
7. Minimum Qualifications
  - a. Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
  - b. Experience sufficient to understand the basic principles relevant to the major duties of the position, usually associated with the completion of one to three years in a similar position in utility construction or repair and maintenance.
  - c. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
8. Supervisory Controls
  - a. The Water-Waste Water Director assigns work in terms of general instructions. The Director spot-checks completed work for compliance with procedures, accuracy and the nature and propriety of the final results.

In accordance with City of Jasper's Substance Abuse Policy all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the workplace or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

**E. APPROVAL SIGNATURES**

I have received a copy of this job description for the position that I will be performing for the City of Jasper. I understand that it is my responsibility to familiarize myself with the information provided and agree to perform these job duties to the best of my ability and for the annual salary that is provided to me.

I understand that the information is subject to change as situations warrant and that changes supersede, modify or eliminate the current job description. Changes will be communicated to me through a revised job description. I accept my part of the responsibility for keeping informed of these changes and continuing to perform my job duties as assigned to me. Should I feel that I can no longer perform my job as it is described I will inform my employer in writing.

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Employee (print)

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Employee (signature)

Date

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Department Head (print)

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Department Head (signature)

Date

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City Manager (print)

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City Manager (signature)

Date