

**CITY OF COVINGTON  
POSITION DESCRIPTION**

**UTILITY REPAIRMAN**

Department: CPW/U  
Division: Utilities  
Grade: GR-5  
FLSA: Non-exempt

Date: March 25, 2018

**GENERAL PURPOSE:**

Performs a variety of semi-skilled and skilled maintenance work, operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City gas, water, and sewer facilities and systems.

**SUPERVISION RECEIVED:**

Works under the immediate supervision of a Utility Supervisor and/or the Foreman.

**SUPERVISION EXERCISED:**

None generally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assists with the planning, scheduling and implementation of construction, maintenance, and operation activities designed to provide quality gas, water, and sewer service for the city.
- Assists in the training of lower level employee's performing the duties of maintenance, construction, and repair of gas, water, and sewer facilities.
- Determines the location of gas, telephone, power, television, and water and sewer lines from the appropriate sources prior to excavation.
- Responds to complaints regarding gas, water and sewer emergencies, evaluates situation, Explains findings to supervisor.
- Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Drives trucks of various sizes and weights in the loading, hauling and unloading of various equipment, gravel and sand.
- Performs required labor involved in construction and maintenance projects as part of a crew, including pavement cutting, ditch digging, manhole and line cleaning, main and pipe repair, laying and backfilling.
- Cuts, fits, lays, repairs, taps, cleans and flushes water mains, pipe, gates and fittings on repair of mains and services and installation of services, fire hydrants and meter sets; assists in shutting off broken sections of water mains and gas system.

**PERIPHERAL DUTIES:**

- Works standby duties.
- Serves on various employee or other committees as assigned.

**DESIRED MINIMUM QUALIFICATIONS:**

## Education and Experience:

- (A) Graduation from high school education or GED equivalent, and
- (B) Two years of experience relating to construction, maintenance, or repair, of gas, Water, sewer systems including the operation of related maintenance equipment, or
- (C) Any equivalent combination of education and experience which demonstrates the Capabilities to perform the essential duties and responsibilities of the position.

## Necessary knowledge, Skills and Abilities:

- (A) Considerable knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities for water distribution systems, sewer collections system, and gas distribution system.
- (C) Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively, verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

**SPECIAL REQUIREMENTS:**

- (A) Must possess a Tennessee Driver's license with CDL endorsement or have The ability to obtain CDL prior to employment.
- (B) State Certification in Water Distribution and Sewer Collections.
- (C) Must be qualified in all covered task performed on The City of Covington's gas system.

**TOOLS AND EQUIPMENT USED:**

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter truck, backhoe/loader, tamper, plate compactor, saws, pumps, compressors, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, telephone, ditch witch.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Hand to eye coordination is necessary to operate various pieces of equipment.

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, hear or smell. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 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 loud.

**SELECTION GUIDELINES:**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. Medical examination (physical) and drug screen required prior to employment.

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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

\_\_\_\_\_ Employee Signature / Date

\_\_\_\_\_ Supervisor Signature/ Date

\_\_\_\_\_ Department Head / Date