

## **WATER MAINTENANCE WORKER I**

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### **DISTINGUISHING FEATURES OF WORK:**

Under general supervision, performs a variety of tasks in the installation and repair of the water distribution system in the Village of Westmont and assists in the service of machinery and equipment in the water plant. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Installs and maintains water mains; locates water main breaks and determines main size; cleans main of scale and foreign debris; installs repair sleeve over broken main section, checks for leaks and returns ground to pre-excavated original appearance.
- Performs various tasks servicing and repairing fire hydrants; may flush fire hydrants and perform flow tests recording data such as: static and residual pressure, gallons per minute flow, total gallons used, overall appearance of hydrant; reports hydrants in need of repair when necessary.
- Operates, services and maintains equipment such as: pumps, air compressor, tap and bore machine, hydraulic tools, iron pipe cutting machine, jackhammer and other related equipment.
- Operates dump trucks, and pick-up trucks for hauling materials; operates a variety of equipment necessary to successful performance of tasks assigned including air compressors, chain saws, chipper, concrete saw, compactor, bobcat, small tractors, fork lift, and other related equipment and hand tools.
- May perform a variety of functions in the installation of water service taps; requests location of utilities so water main can be exposed for tapping; performs service taps and operates boring equipment.
- Installs and replaces water meters; repairs or replaces worn or defective parts.
- Determines, locates and repairs water service leaks; examines B-Box location and operation for conformance to Village ordinances and regulations.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### **DESIRABLE REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education**

- Requires knowledge, skill and mental development equivalent to the completion of four years of high school.

#### **Experience**

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- Requires two years experience in a waterworks municipal system.
- Requires working knowledge of the methods, materials, tools and equipment used in the maintenance, repair and operation of the Village water system.
- Requires working knowledge of the hazards of the trade and corrective safety measures and preventions.
- Requires possession of and/or the ability to obtain a valid Illinois Commercial Driver's License in the appropriate classification required by law for the operation of all Water Department vehicles.

### **Skills and Abilities**

- Requires ability to operate small to medium equipment such as bobcat, small tractors, fork lift, etc.
- Requires a mechanical aptitude and good finger dexterity.
- Requires ability to follow oral and written instructions.
- Requires ability and willingness to respond to emergency calls on a 24 hour, 7 day basis and within a 30 minute time period.
- Requires ability to establish and maintain harmonious working relationships with other employees and the general public.
- Requires ability to perform job in a safe manner with concern and care for the safety of self and fellow employees.

### **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.

- Requires physical strength and agility sufficient to lift and maneuver heavy objects such as tools, equipment and other objects related to the water main system.
- Requires physical strength and agility sufficient to climb into and out of underground excavations.
- Requires physical agility sufficient to climb into and operate large equipment, trucks, and to ambulate over rugged terrain, etc.
- Requires physical agility sufficient to withstand working outside in all extreme weather conditions.
- Requires visual ability sufficient to operate heavy equipment and trucks by both day and night and to observe unsafe conditions of roadways.
- Requires visual ability sufficient to read and write reports, correspondence, instructions, etc.
- Requires hearing ability sufficient to understand conversation with other individuals both in person and over a telephone.
- Requires speaking ability sufficient to communicate effectively other individuals in person, over a telephone.

### **WORK ENVIRONMENT:**

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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.

- The noise level in the work environment is sometimes loud.
- The work frequently requires working outside in extreme weather conditions.
- Works near moving parts and a wide variety of light to heavy equipment.
  
- The employee occasionally works on precarious places; and is regularly exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.

### **. SAFETY RESPONSIBILITIES:**

Each Department employee shall be fully responsible for implementing the following provisions of this program as it pertains to operations. The responsibilities listed below are minimums and are in no way meant to limit individual initiative to implement more comprehensive procedures.

1. Promptly report to your supervisor all accidents and injuries occurring within the course of their employment. If the hazard is not abated notify your Department Head.
2. Cooperate with and assist in investigation of accidents to identify correctable cause and to prevent their recurrence.
3. Good housekeeping must be practiced at all times in the work area.
4. Avoid engaging in any horseplay and refrain from distracting others. Horseplay, scuffling and other acts which tend to have an adverse affect on the safety or the well-being of other employees are prohibited.
5. Obey all safety rules and follow published work instructions.
6. Wear required personal protection equipment (PPE) when working in hazardous operation areas (hard hats, respirators, eye protection), in accordance with the current PPE Chart and Job Safety Analysis (JSA) Sheets. Please refer to your departments PPE Policy and Chart.
7. Obey all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from your supervisor before continuing.
8. Do not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
9. Be alert to see that all guards and other protective devices are in their proper places and adjusted correctly. Each employee will report deficiencies promptly to a supervisor.
10. Arrive at work suitably attired for the job to be performed.
11. Communicate the need for safety devices, physical improvements, training and refresher courses.