

MEMORANDUM

TO: All Departments

FROM: Frankie Jacobs
Wastewater Collections Superintendent

DATE: August 10, 2010

RE: Job Opening – Utility Maintenance III

There is one vacant position that exists within the Sewer Department. If this position is not filled by a city employee within 10 working days of this notification, it will be open to the public on August 25, 2010.

Job Class #: 6143
Job Title: Utility Maintenance III
Department: Public Works
Revision Date: June 27, 2008

Utility Maintenance III

Description:

Workers in this position are expected to perform various tasks under general supervision. The Utility Maintenance III operates heavy equipment for the maintenance and construction of the sewer and water systems and performs related duties as required.

Duties and Responsibilities:

- Operates and maintains heavy equipment including, but not limited to, backhoes, trackhoes, front end loaders, large vehicles, and dump trucks.
- Performs and is responsible for daily preventive maintenance of assigned heavy equipment, machines, and power tools.
- Transports heavy equipment to and from work sites.
- Uses various hand and power tools.
- Correctly interprets color coded markings of utility services according to Louisiana One Call.
- Safely performs excavation in close proximity to existing utilities without causing damage to existing utilities or other structures.
- Practices proper trench safety including shoring, sloping, and benching.
- Performs tasks related to sewer and water line installation and maintenance.
- May train others in equipment operation and safety procedures.
- May assume the Maintenance Lead Worker's responsibilities during absences.
- Sets up barricades, traffic cones and directs traffic.

- Performs other duties as described by supervisor.

Special Requirements:

- Able to climb into and out of trucks.
- Able to climb up and down ladders.
- Able to work outdoors in extreme weather conditions with exposure to the elements.
- Able to work in small, cramped or confined spaces.
- Able to perform heavy manual labor including, but not limited to, lifting, shoveling, bending, twisting, pulling, crawling and squatting.
- Available to perform after hours and weekend call out as required.
- Must maintain cooperative working relationships with other City employees.

Required Skills and Abilities:

- Ability to read, write and speak the English language at a high school graduate level.
- Ability to understand and follow oral and written directions.
- Can operate moderately complex construction equipment.
- Ability to work with tools such as, but not limited to, picks, shovels, axes, saws and pry bars.
- Reads and interprets sewer and water construction plans, maps and drawings.
- Understands and organizes daily assignments of work to be accomplished.
- Accurately completes work orders in a timely manor.
- Ability to supervise a small construction crew in simple operations.
- Ability to use portable and truck radios according to FCC guidelines.
- Practices safe driving and observes safe workplace practices.

Education & Experience:

- Must have a high school diploma or GED from an accredited institution.
- Possess and maintain a valid Louisiana Commercial Driver's License of the appropriate class.
- Experienced in operation and driving medium and heavy equipment.
- Must obtain a Louisiana Class 1 certification within twenty four (24) months of employment and obtain a Louisiana Class 2 certification within thirty six (36) months of employment. Certification must be maintained while employed.

Note: Specific Louisiana certifications are related to the division where you work.

- Water Pollution Control – requires Wastewater Treatment certification
- Sewer Department – requires Wastewater Collections certification
- Water Department – requires Water Distribution certification