

MEMORANDUM

TO: All Departments

FR: Sean L. Benton, Water System Superintendent

DATE: December 30, 2011

RE: Job Opening – Utility Maintenance I

There is one vacant position that exists within the Water Distribution Division. 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 January 18, 2012

Description:

Workers in this position will receive close supervision. Employee is expected to be able to perform a variety of tasks without direct supervision after a period of time. The Utility Maintenance I will assist with the maintenance repair and inspection of the water system.

Duties and Responsibilities:

- Under supervision, perform water maintenance and repair of water main and service lines.
- Repair and replace meters, and meter appurtenances; such as meter boxes, meter lids, curb stops, and meter gaskets.
- Move debris, dirt or other material from one place to another.
- Work in trenches of water main lines.
- Installation of new water main lines and service lines.

Required Skills and Abilities:

- Ability to read, write and speak the English language at a high school graduate level.
- Able to understand and follow oral and written directions.
- Able to work with tools such as, but not limited to a pick shovel, axe, saw, and pry bar.
- Read and interpret sewer and water construction plans, maps, and drawings.
- Able to understand and organize daily assignments of work to be accomplished.
- Accurately complete work orders in a timely manner.
- Display a positive attitude and is self motivated.
- Able to use portable and truck radios according to FCC guidelines.
- Practice safe driving and observe safe workplace practices.

Education and Experience:

- Must have a high school diploma or GED from an accredited institution.
- Must possess and maintain a valid state issued drivers license.
- Must obtain a Louisiana Class 1 certification within twenty-four (24) months, Class 2 certification within thirty-six (36) months. 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 Division – requires Wastewater Collections certification.
- Water Distribution – requires Water Distribution certification.