

CITY OF GREENVILLE  
Job Description

JOB TITLE: Water Distribution Maintenance Equipment Operator

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Exempt (Y/N): No	JOB CODE: 660
SALARY LEVEL: \$8.45	SHIFT: 7:00 AM – 4:00 PM
DIVISION: Water Maint.	LOCATION: Water Plant
DEPARTMENT: Public Works	EMPLOYEE NAME:
SUPERVISOR: Water Maint. Division Chief	
PREPARED BY: Public Works Director	DATE: 07/28/09
APPROVED BY: Public Works Director	DATE: 07/28/09

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SUMMARY: Operates equipment necessary to perform maintenance job assignments in the Water Maintenance Division.

ESSENTIAL DUTIES: include the following, other duties may be assigned.

Operate Back-hoe, pavement breaker, and concrete saw to dig out water mains, service lines, water meters, valves, and fire hydrants.

Assist repair crew in installing repair clamps, laying new pipe, installing new valves, etc.

Maintain back-hoe and/or assigned equipment per daily requirements, i.e. grease, oil, water, tire pressure.

Follow all safety rules associated with excavation, including but not limited to ensuring underground utility locates are complete before digging, digging safely respecting all locate marks, observing proper trench safety.

Direct supervisor is the Water Distribution Maintenance Division Chief.

SUPERVISORY RESPONSIBILITIES:

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**QUALIFICATION 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.

Knowledge of pipes and their fasteners.

Ability to follow detailed or general instructions related to safely digging around underground utilities.

Skilled in the operation of various pieces of equipment necessary for the repair or replace of water system components including but not limited to; backhoe, light dumptruck, pavement breaker, concrete saw, small boring tools, air compressor with tools, etc.

**EDUCATION and/or EXPERIENCE:**

High School Diploma with two years experience or GED with three years experience or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instructions, short correspondence, and memos.

Ability to write simple correspondence. Ability to effectively present in on-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

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REASONING ABILITY:

Ability to apply commonsense understanding to carry out instructions furnished in written, oral, or diagram format. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Mississippi drivers license, Commercial Class "B".

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and taste or smell. The employee is occasionally required to stand; walk; sit, climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move more than 50 pounds.

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 essential functions of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and is occasionally exposed to fumes or airborne particles, caustic or toxic chemicals, risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions. The employee will usually be exposed to outside weather conditions.

The noise level in the work environment is usually loud.