



## CITY OF HARTSVILLE, SOUTH CAROLINA JOB DESCRIPTION

Title: **Maintenance Worker - Water**  
Department: Public Services  
Division: Utilities

### **GENERAL PURPOSE**

Performs manual work functions and operates equipment associated with maintenance of utility systems, and other public facilities and property. Operates a variety of light and heavy equipment in the construction, operation, repair, maintenance and replacement of City water meters.

### **SUPERVISION RECEIVED**

Under close supervision, reports to the **Crew Supervisor, Water**.

### **SUPERVISION EXERCISED**

None generally.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for accurate and efficient reading of utility meters.

Reports malfunctioning meters to the appropriate service groups for attention.

Provides basic repair and replacement of some malfunctioning units; improving meter locations as deemed necessary to provide for a more efficient process.

Performs daily work orders as assigned by staff of both the Utility Division and Finance Office.

Performs monthly termination of services on those accounts not paid by required date.

Assists customers by advising them of rules and regulations and providing general information as requested.

Assists in the development of records and reports as required.

Performs re-reads of accounts determined to be in question by either the customer or staff.

Gathers data for the creation/updating of the GIS database; prepares and helps city departments and the public in the use of pertinent areas of the city's online mapping system(s).

Installs and/or repairs meters to insure that all aspects of the systems are functioning properly.

Contacts residents and business owners in area where service will be discontinued and explains when services will be shut off and how soon it will be turned back on.

Maintains a variety of records relating to inspections, maintenance activity, water supply, consumption, etc.

Performs routine inspections and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans and maintains equipment and tools after use.

Performs all duties in conformance to appropriate safety and security standards.



Performs construction and maintenance activities designed to provide quality water, sewer, street and drainage service for the city are included also.

Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.

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.

Attends various seminars pertaining to position responsibilities.

Drives trucks of various sizes and weights in the loading, unloading, and hauling of various equipment, gravel, and sand.

Operates light and medium-sized construction and power equipment, such as mechanized broom, or backhoe/loader.

Participate in safety training, make suggestions as necessary; serve on committees or inspection teams when appropriate. Works according to good safety practices as posted, instructed, and/or discussed. Reports unsafe conditions or defects in equipment. Refrains from any unsafe behavior or act that might endanger self or fellow worker(s). Reports all accidents and incidents (including near misses) as soon as they occur. Follows safety rules and regulations and uses personal protective equipment.

Maintains prompt and regular attendance; adheres to City policies and procedures regarding absences and tardiness.

Provides exceptional customer service to internal and external customers.

May be required to report to the City's Emergency Operations Center for emergency duty anytime the Emergency Operations Plan is activated.

Work days, evenings, weekends, or may be on-call for emergency situations.

## **PERIPHERAL DUTIES**

Performs other related duties as assigned to meet organizational goals.

May serve on various employee committees as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### Education and Experience

- a) High school graduate or equivalent preferred; and,
- b) Any equivalent combination of training, education, and experience, which provides the required knowledge, skills, and abilities.

### Necessary Knowledge, Skills and Abilities

- a) Working knowledge of: equipment, facilities, materials, methods, and procedures used in maintenance, construction, and repair activities;
- b) Skill in: delivering appropriate customer service; operating the listed tools and equipment.
- c) Ability to: complete daily activities according to schedule; lift heavy objects, walk and stand for long periods of time, and perform strenuous physical labor under adverse field conditions; communicate orally and in writing; use equipment and tools properly and safely; understand, follow, and transmit oral and written instructions; communicate effectively; establish effective working relationships with employees, supervisors, and the public.



## **SPECIAL REQUIREMENTS**

Must possess a valid South Carolina driver's license.

## **TOOLS AND EQUIPMENT USED**

Motorized vehicles and equipment, power equipment, machinery and hand tools, including, mower, tiller, chipper, weed eater, edger, blower, asphalt packer, cement mixer, jack hammer, chainsaw, concrete saw, axe, shovel, rake, spraying equipment, level/flat rod, and various tools, or any job related tools and equipment as required.

## **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 frequently required to sit and talk or hear; occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms.

The employee must occasionally lift and /or move up to 100 pounds and frequently lift and/or move up to 50 pounds to lift, carry, push, pull or otherwise move objects. Specific vision abilities required by this job include close and distant vision, the ability to adjust focus; the ability to differentiate between colors and shades of color.

## **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 frequently works in outside weather conditions. The employee works near moving mechanical parts and in high, precarious places and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the outdoor environment is loud.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustration 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.