

Position Description ***Light Equipment Operator***

Department: Gas & Water Construction Classification: Hourly
Section/Group: UAW Local 867 Grade:
Date: February 2008 (Supersedes August 2002)
Reports to (Title): Gas & Water Construction Supervisor
Gas / Water / Engineering Operations Director

Directly Supervises (Titles): N/A

General Purpose

Under the general supervision of the Gas and Water Construction Supervisor and Gas / Water / Engineering Operations Director, performs a variety of unskilled or semi-skilled maintenance work, and operates a variety of equipment in the installation, replacement and maintenance of gas and water mains and services.

Essential Duties and Responsibilities

Installs water mains using light equipment and manual labor.

Excavates for water main repair using light equipment.

Installs and replaces gas mains and services.

Maintains, repairs, tests and purges gas main and service lines.

Maintains and repairs valves and valve boxes.

Installs cathodic protection equipment.

Taps service lines.

Tests services for leaks and pressure.

Detects and locates gas and water leaks.

Performs leak detection surveys.

Attaches slings, assists in line-up, wraps joints and applies paint to gas and water pipe.

Places and compacts fill materials using light equipment.

Repairs gas and water main leaks in a safe and efficient manner, sometimes in emergency situations.

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

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

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

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

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

Performs routine inspection and preventive maintenance on assigned equipment and refers defects or needed repairs to supervisor; cleans equipment.

Washes and cleans trucks and equipment.

Prepares joints, removes slag and other duties in assisting welders.

Performs snow removal and grounds maintenance.

Installs gaskets and rings on water pipe.

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

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.

Cuts, fits, lays, repairs, cleans and flushes water mains, pipe, gates and fittings on repair of mains and fire hydrants; assists in shutting off broken sections of water mains.

Operates light and medium-sized construction and power equipment, such as dump trucks, winch and boom trucks, arrow tamper, skid loader, backhoe, maxi-sneeker, plow, trencher, pneumatic hole hog, air compressor and one-ton welding trucks.

Operates a variety of power construction and maintenance equipment used in the water and gas department.

Demonstrates the ability to adapt to change in procedures and workload and able to maintain composure when confronted with stressful situations.

Follows established departmental policies and procedures

Maintains good attendance and punctuality

Listens and communicates in an alert, respectful and supportive manner with customers, co-workers, supervisors and other departments.

Works appropriately with persons of varied races, ages and ethical and sociological backgrounds.

Maintains a clean and safe work environment and recognizes unsafe working conditions. Utilizes proper body mechanics and maintains ergonomically correct position in work area.

Maintains skills and knowledge in the proper and safe techniques for performing job functions.

Performs other duties as assigned by department supervisor/director.

Peripheral Duties

Fill in for other positions within the Gas and Water Construction Department.

Serves on various employee or other committees.

The duties listed above are intended only as illustrations 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.

Minimum Qualifications:

Education, Licenses and Experience:

- A) Graduation from high school education or GED equivalent, and
- B) Minnesota Class A Commercial Driver's license with Air Brake Rider or ability to obtain one within 90 days.

Necessary Knowledge, Skills and Abilities:

- A) Some knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities;
- B) Skill in operation of some of the listed tools and equipment.
- C) Ability to perform heavy manual tasks for extended periods of time; Ability to work safely; Ability to communicate effectively verbally and in writing; Ability to establish and maintain effective working relationships with employees, other departments and the public; Ability to understand and carry out written and oral instructions.

Special Requirements

- A) Submit to DOT required pre-employment, random and post-accident drug testing, as required under the Department of Transportation and Office of Pipeline Safety.
- B) Must meet 15-minute response time from employee's home to Austin Utilities Gas & Water Construction Garage.
- C) Successfully complete any required training and demonstrate proficiency.

Tools and Equipment Used

Motorized vehicles and equipment, including dump truck, boom truck, air compressor, winch and boom truck, pickup truck, motor tamper, small tractor, backhoe, small ditching equipment, large and small trencher, tapping equipment, pneumatic hole hog, jack hammers, manlift, plate compactor, saws, pumps, sanders, generators, common hand and power tools, jack drills and all other air tools, shovels, pick axes, wrenches, detection devices, mobile radio, phone, simco drill and respirator.

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 use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee must be physically able to wear a respirator a per OSHA requirements. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 regularly works in outside weather conditions. Weather conditions vary from extreme cold (sub-zero) in the winter to very hot and humid during summer months. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee occasionally works in precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.