



OAKCREEK
— WISCONSIN —

Position: Utility Service Worker
Department: Utility

Unit: Non-Represented
FLSA Status: Non-Exempt

Summary Description

Under general supervision of the Distribution Manager, maintains efficient service to the water and sewer customers in all phases of the distribution system, including water main, sewer mains and appurtenance maintenance and repairs, water main inspection, sanitary sewer inspection, meter reading, customer service and related work.

Supervision/Accountability

This position is directly accountable to the Distribution Manager; has no supervisory duties.

Major Duties/Essential Functions

Inspects water and sewer main installations, checks materials, line and grade, prepares as-built drawings, performs leakage and pressure tests.

Taps water mains, flushes hydrants and mains, operates valves, reads, installs, tests and repairs meters, answers and checks on customer complaints.

Operates and repairs sewage lift stations, makes periodic inspections of various operating stations.

Performs televising, condition assessment, and cleaning of sanitary sewers.

Operates trucks, backhoes, compressors, pumps, generators, pneumatic hammer and drills, picks and shovels to excavate and repair water and sewer main breaks, including hydrants, service laterals, curb stop boxes and valve and valve boxes.

Performs maintenance on equipment and distribution facilities, changes oils, grease, changes packings, maintains heating systems, cleans and paints, clean and changes filters.

Performs custodial duties as necessary to maintain the distribution facilities and its grounds in proper working order and good appearance. Examples of these duties include scrubbing and waxing floors, washing windows, cleaning restrooms, clearing snow from walk areas, plowing snow, cutting grass, fertilizing and applying weed killers, and trimming shrubs, bushes and trees.

Monitors, trouble shoots and performs maintenance on the SCADA communication equipment from the water treatment plant to the sanitary and storm lift stations.

Assists in cleaning and maintaining water pumping and treatment facilities as required.

Attends seminars and working meetings in order to improve working knowledge and skills.

Performs such other and additional duties as may be required.

Minor Duties/Responsibilities

Attends seminars and working meetings in order to improve working knowledge and skills.

Performs such other and additional duties as may be required.

Knowledge

Requires knowledge and understanding in all types of equipment and operation use. Knowledge of methods, materials, equipment and tools used in the repair and maintenance of water and sewer systems. Basic working knowledge of water and sewer utility functions and underground utility construction.

Skill/Ability

Skilled in all types of Utility equipment and vehicle operation. Good communications skills, both written and verbal, with an ability to create effective interpersonal relationships with co-workers and citizens. Ability to work in high places and in hazardous areas including but not limited to confined spaces such as manholes and lift stations. Ability to follow written and oral instructions, read maps and understand basic construction and engineering drawings.

Maintains a good safety attitude, abides by all safety rules, reports unsafe conditions to his supervisor and is responsible for using provided safety equipment and apparel.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position.

Physical Demands

Position requires ability to work outdoors in severe weather conditions for extended periods of time in order to repair and maintain water and sewer services. The employee must occasionally lift and/or move up to 50 pounds with or without reasonable accommodation.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands and fingers to handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and/or hear; and taste or smell.

Must be able to respond to work for emergencies in all types of weather conditions at any hour of the day or night.

Requires participation in a continuous rotating standby duty schedule.

License/Certifications

Requires a DNR Grade 1 “D” distribution system license after six months of service.

Possession of a valid Wisconsin motor vehicle operator’s license. Loss of license may be cause for demotion or termination. Must obtain Wisconsin Commercial Driver’s License (CDL), Class “A” with “N” endorsement within probationary period and must retain during the duration of employment.

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. 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.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Utility Manager

Revision History:
August 25, 2023
February 25, 2020