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Distribution & Collection Maintenance Worker I

Employer

City of Arkansas City
118 W Central Ave
PO Box 778
Arkansas City, KS 67005
620-441-4405

Job Description

Wage: \$14.47-\$24.28 Hourly

Job Type: Full Time

Department: Environmental Services Department

GENERAL OVERVIEW OF POSITION AND RESPONSIBILITIES

Performs a variety of maintenance work and operates a variety of equipment in the construction, operation, repair, maintenance, and replacement of City water mains, service line valves, fire hydrants, pumping stations, water towers, water wells, collection mains, connections, manholes, and lift stations.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Water Distribution & Collection Supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Essential functions of the job may include but are not limited to the following:

- Inspects and repairs meters, connections, and main breaks ensuring all aspects of the system properly function.
- Maintains a variety of records relating to inspections and maintenance activity.
- Determines location of all utility lines from the appropriate sources prior to excavation.

- Responds to complaints (i.e. leaks, pressure loss, no water, sewer backups, odor), evaluates situation and completes remediation and/or explains findings to supervisor.
- Contacts customers in area where services will be temporarily discontinued, explain why and give estimate when services will be shut off and turned back on.
- Ensures proper maintenance of equipment by cleaning and checking equipment after use.
- Drives trucks of various sizes and weights to load, haul and unload equipment or materials.
- Makes taps, installs new mains and services and disinfects water mains.
- Inspects and performs preventive maintenance on equipment; refers defects or repairs to supervisor.
- Operates all construction and power equipment with efficiency.
- Performs all duties in conformance to appropriate safety and security standards.
- Works as labor crew member in construction and maintenance projects, including pavement cutting, ditch digging, main and pipe repair, laying and backfilling.
- Cuts, fits, lays, repairs, taps, cleans and flushes water and collection mains, pipes, gates and fittings, as needed for repair of mains and services, and installation of services and service taps; assists in shutting off broken sections of water main.
- GPS data acquisition pertinent to the City's water distribution and collection systems.
- Inspects and repairs manholes, tap connections, main breaks, and lift stations ensuring all aspects of the system properly functions.
- Performs scheduled water treatment facility and wastewater treatment plant maintenance and sludge hauling as required.
- Has a good understanding of the cross connection, backflow prevention program.
- Performs scheduled in-house maintenance, janitorial duties, mowing, etc.

NON-ESSENTIAL FUNCTIONS

- Attendance at training, workshops, and seminars.
- Perform other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to obtain skill in operation of all listed tools and equipment.
- Ability to work safely.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments/divisions and the public; understand and carry out written and oral instructions.
- Knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair of water and wastewater systems and confined space procedures.
- Skills in the operation of all listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Requires limited supervision and/or assistance in job assignments.

COMMITMENT TO MISSION AND ORGANIZATIONAL VALUES

It is each employee's commitment to uphold these core values while representing the City of Arkansas City in carrying out municipal duties as public servants. These values should form the basis for interactions with the general public, with other agencies and with each other.

Mission

The City of Arkansas City strives to provide a high quality of life for its citizens by furnishing a variety of efficient services in a professional, courteous manner.

Statement of Organizational Values

- We value Professional Ethics, which includes:
 - Honesty
 - Compassion
 - Fairness
 - Confidentiality
 - Reliability
 - Stewardship of resources
 - Respectfulness
 - Non-discriminatory behavior
 - Professionalism & personal courtesy

We value Commitment to Citizens through Customer Service, which includes:

- Courteous interaction with the public
- Pride & ownership
- Programs that address citizen needs
- A sense of urgency and responsiveness
- A service-oriented approach to patrons
- Listening as well as hearing

We value Commitment to Excellence, which includes:

- An ability to see the big picture
- A sense of pride
- A commitment to employee knowledge
- Employee professionalism
- Accountability
- Teamwork
- Protection of health, safety & public welfare
- A willingness to embrace change
- A commitment to organizational goals
- Clear communication

EDUCATION AND EXPERIENCE

- Although not required upon placement in the position, the employee must learn to safely and effectively operate various types of equipment including but not limited to tractors, service truck cranes, skid-steer loader, lawn mowers, weed trimmers, chainsaws and other similar types of tools and equipment.
- High school diploma or acceptable equivalent required.
- No previous experience required.

CERTIFICATION(S) AND LICENSE(S)

- Must possess a minimum valid Class C driver's license with a safe driving record as determined by the employer.

PRE- EMPLOYMENT TESTING

Components of the following pre-employment testing may be conducted and must be successfully completed by the employee:

- Criminal history background checks.
- Physical Capacity Profile – Level 4.
- Driving record check.
- Drug screen.
- Alcohol testing.

WORK ENVIRONMENT AND CONDITIONS

The work environment and conditions described here are encountered in performing the essential functions of this position. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally 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 work environment is usually loud.

ESSENTIAL PHYSICAL FUNCTIONS

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.

Must meet Level 4 in Department of Labor's Dictionary of Titles – Heavy Work exerting 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently, and/or 10 to 20 pounds of force constantly.

BENEFITS & APPLICATION INSTRUCTIONS

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