



## Utility Maintenance Operator

### Utility Maintenance

UT-UM/5

*The City of Sheridan's core values are what define us both as individuals and as a collective group of people. We've selected these five values to emphasize the leadership role that every employee has in working as part of a team of teams, whether those teams are in another department within the City or at the County, State, or National level. These values are paramount to meeting the mission of the City. The values are Make a Difference, Take Initiative, Build Trust, Show Optimism, and Promote Teamwork.*

#### JOB SUMMARY

This position is responsible for performing technical duties in the maintenance, repair and operation of the water and wastewater systems. An incumbent in this position may be designated "Utility Maintenance Operator in Training" or "Utility Maintenance Operator I" depending on certification level.

#### MAJOR DUTIES

- Performs maintenance and repair of: water main repairs, pressure reducing valves, pump stations, reservoirs, fire hydrant.
- Performs maintenance and repair of sanitary sewer: mains, point repairs, manhole repairs, lift station maintenance.
- Operates tandem axle dump trucks and other equipment as needed.
- Flushes water lines to maintain clean water mains and conducts necessary water sampling.
- Installs, repairs and maintains fire hydrants; exercises valves as needed.
- Operates, programs and maintains water meters for the MINet meter reading system.
- Maintains sanitary sewer systems with combination jet/vac.
- Installs and repairs manholes.
- Responds to and resolves customer questions and complaints.
- Attends required classes.
- Reads and interprets maps.
- Performs related duties.

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#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the materials, equipment, procedures, and practices employed in water and wastewater installation, maintenance, and repair.
- Knowledge of department and city policies and procedures, and federal, state, and local laws and regulations.
- Knowledge of safety procedures.
- Knowledge of computers and job-related software programs.
- Knowledge in the installation, repair, and maintenance of sewer lift station and pump station systems.
- Knowledge in the operation of heavy equipment.
- Knowledge in oral and written communication.

#### SUPERVISORY CONTROLS

The Utility Maintenance Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include city specifications, manufacturers' recommendations, and the City of Sheridan Safety Manual. These guidelines are generally clear and specific but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical maintenance duties under the guidance of a fully licensed operator. The necessity of working around high-pressure water, live underground utilities, confined space, deep trenches and heavy traffic contributes to the complexity of the position.
- The purpose of this position is to perform maintenance duties in support of the water and wastewater system. Successful performance helps ensure the proper functioning of the public water and wastewater system.

#### CONTACTS

- Contacts are typically with co-workers, plumbers, engineers, planners, vendors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while standing, walking, bending, crouching, or stooping. The employee

frequently lifts heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically performed outdoors, occasionally in cold or inclement weather. Work spaces include deep utility trenches and confined spaces.
- The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to obtain within 6 months of employment a valid commercial driver's license issued by the State of Wyoming for the type of vehicle or equipment operated.
- Possession of Water Distribution I license and Wastewater Collection I license within 1 year of employment.

**The City of Sheridan is an at-will employer. This means that either party – the employee or the employer – may end employment at any time, with or without cause, with or without notice. All the terms, conditions and benefits of employment with the City are subject to change at any time, with or without notice, at the discretion of the City.**