

**City of Centerville  
Job Description**

**Job Title:** Utility/Streets Maintenance Worker (Laborer)

**Department:**

**Water/Sewer/Streets**

**FLSA Status: Non-Exempt**

**Reports to: Assistant Utility Supervisor**

**Revision Date: 06/2014**

**JOB SUMMARY:** This is routine, unskilled light to heavy manual labor performed under immediate supervision. Work assignments consist of light to heavy manual labor, depending upon the needs of the department; and employee may, on occasion, be required to operate automotive or related equipment. Normally work is closely supervised; however, routine tasks may be inspected upon completion only.

**MAJOR DUTIES:**

*The following duties are representative of the work required for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

- Fixes water main and service line leaks, including installing or replacing water meters and service lines.
- Treats sewer lines with appropriate chemicals to prevent clogs and backups.
- Installs new sewer taps when required.
- Patches pot holes, repairs/replaces signs as needed, flags traffic in work zones as needed.
- Assists in the completion of cut-ons, cut-offs, locates, and general work orders.
- Reads water meters.
- Paints and performs carpentry tasks when assigned.
- Cuts grass, trims trees, repairs yards, and cleans around public buildings and public areas.
- Operate light equipment when necessary.
- Assists other utility and/or street department employees in the performance of their assigned duties.
- Performs other duties as assigned.

**KNOWLEDGE, SKILLS and ABILITIES:**

- Knowledge of all safety aspects regarding equipment used to complete assigned tasks.
- Knowledge in the use of all tools and equipment necessary to complete assigned tasks.
- Skill in completing painting and construction projects safely and efficiently.
- Ability to install and read water meters.
- Ability to use basic hand tools in the performance of the job.
- Ability to follow written and oral instructions.

**MINIMUM TRAINING and/or EXPERIENCE TO PERFORM ESSENTIAL JOB FUNCTIONS:**

The Utility/Streets Maintenance Worker (Laborer) shall possess the ability to read, write, and perform mathematical calculations at a level commonly associated with the completion of the eighth grade. The incumbent must possess or have the ability to obtain a valid Georgia Driver's

License. The incumbent must be able to pass a pre-employment drug screen, as well as random drug testing.

**SUPERVISORY CONTROL and RESPONSIBILITIES:**

The Utility/Streets Maintenance Worker (Laborer) has no supervisory responsibilities. The Utility/Streets Maintenance Worker (Laborer) reports directly to the Equipment Operator/Crew Leader.

**TRAVEL:**

The Utility/Streets Maintenance Worker (Laborer) may be required to travel to a variety of locations within the region to pick up or deliver information or items to a variety of locations.

**GUIDELINES:**

The Utility/Streets Maintenance Worker (Laborer) utilizes regulations and data set forth in accordance with the City of Centerville Personnel Manual, and City Council guidelines. These guidelines are clear and specific, but require some interpretation in selection and application.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM  
ESSENTIAL JOB FUNCTIONS**

**LANGUAGE SKILLS:**

Ability to read, interpret and communicate basic instructions and technical manuals. Ability to write and convey information through notes and other documents. Ability to speak effectively to communicate with co-workers.

**MATHEMATICAL SKILLS:**

Requires the ability to perform basic addition, subtraction, multiplication, and division.

**COMMUNICATION SKILLS:**

Must be able to communicate orally and in written form in order to give or obtain information and provide service. Contacts are typically made with the and other city employees.

**REASONING ABILITY:**

Ability to apply common sense and understanding to carry out instructions furnished in written and oral format. The incumbent must also possess the ability to deal with unique problems in standardized situations.

**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 stand, sit, stoop, bend, lift, or carry heavy objects up to and exceeding 50 pounds.

**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. Work is performed in a shop/garage and occasionally outdoors. Work has the potential to expose the employee to much noise, dirt, dust, grease, oil, irritating chemicals, and machinery with moving parts. Work may require the use of protective devices such as welding masks and goggles.

*I, the employee, understand that this document is not to be construed as a contract, either implied or explicit. All information contained herein is merely an attempt by the City of Centerville to explain the essential duties that I am expected to perform. I understand that, at my supervisor's discretion, additional duties and responsibilities may be placed upon me at any time.*

*Employee's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

*Supervisor's Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_