

**CITY OF LAGO VISTA, TEXAS  
JOB DESCRIPTION**

**JOB TITLE: Utility Worker**

FLSA Status      Non Exempt  
Job-Code:        Full-time  
Department:     Water Services, Sewer Services  
Supervisor:     Utility Superintendent  
Date:            August, 2016

**SUMMARY**

Performs repairs and maintenance on established City infrastructure; performs line extensions and installation of new services for the City's water distribution system and wastewater collection system.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Performs repairs, maintenance, line extensions, and installation of new services for the City's water distribution system, wastewater collection system and other City infrastructure in accordance with state and local laws and ordinances; performs manual labor as required but not limited to, shoveling, pipe laying, jack hammering, etc.; completes written work orders or verbal instructions from supervisor; operates light to medium equipment and trucks; operates air compressors, saws, drills or any other equipment used by the Utility Department; maintains and repairs City buildings and grounds as assigned; picks up and disposes of dead animals; performs maintenance on vehicles and equipment as assigned.

Employees are occasionally required to work weekends and holiday's on an emergency basis and regularly works rotating on-call shifts.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATIONS AND REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or its equivalent and 4 years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and comprehend simple instructions, short correspondence, and memos; Ability to write simple correspondence; Ability to effectively present information in one-on-one and small group situations to customers, citizens, and other employees of the organization.

**MATHEMATICAL SKILLS:** Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's; Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**COMPUTER SKILLS:** Basic computer skills preferred.

**REASONING ABILITY:** Ability to apply commonsense understanding to carry out detailed written and oral instructions; Ability to follow testing procedures on water and wastewater samples as required by state laws and regulations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Valid Texas driver's license required. Ability to obtain basic water and wastewater licenses as needed.

**OTHER SKILLS AND ABILITIES:** Ability to operate light to heavy equipment, hand and power tools, riding mower, and weed eater in a safe manner.

**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 or walk for extended periods of time; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk and hear. The employee frequently is required to bend, stoop, kneel, climb, crouch, or crawl; and must be able to taste or smell. The employee is occasionally required to sit.

The employee must regularly lift and/or move up to 50 pounds and frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance 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 near moving mechanical parts and in outside weather conditions and is regularly exposed to fumes or airborne particles. The employee is frequently exposed to wet and/or humid conditions, human waste, toxic or caustic chemicals and vibration. The employee occasionally works in narrow, confined trenches. The employee must be able to climb ladders and elevated tanks.

The noise level in the work environment is usually moderate to loud.