



Town of Julesburg

100 West 2nd Street

Julesburg, CO 80737-1506

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WATER AND WASTEWATER UTILITY WORKER JOB DUTIES and RESPONSIBILITIES

Opening Date: Sept. 3, 2018

Closing Date: Open until filled

Starting Wage: DOQ

Salary Maintenance Worker

General Statement of Duties: This is an entry level position which performs a variety of preventative maintenance and repairs of Town public infrastructures and property related to water distribution and wastewater collection systems. Must be able to work varying schedules, including on call as needed and required by supervisor. Some overtime will be occasionally required and will be assigned as necessary. This position must work well independently as well as with teams while providing excellent and respectful customer service and must possess human relation skills which support the Town of Julesburg's mission and values.

Supervision Received: This position receives general supervision from the Town Manager and the head crew leader.

Education and Training: High School completion or equivalent. Must be able to pass Water D, Wastewater D, Distribution 1 and collection 1 testing in the first year of employment. In years 2 through 3 must test and pass Water C, Wastewater C, and Collection 2 testing. Years 3 through 4 test and pass Water B and Wastewater B classifications.

Special Requirements: Possession of a valid Colorado driver's license with safe driving record. Ability to obtain commercial driver's license (CDL) B Class within six (6) months of being hired. Must pass drug screening for employment and throughout employment.

Examples of Essential Responsibilities and Duties: The following examples are intended to be illustrative only and are not to be all inclusive.

*Excavate, inspect, flush, clean and repair water/sanitary sewer lines.

- *Repair and replace fire hydrants, meter vaults, water pumps, water distribution lines and water valves.
- *Install new utility services by making taps for new water/sewer services.
- *Locate Mains.
- *Install, repair and replace curb stops, manholes, valves, meters and exercise valves at scheduled times.
- *Clean and maintain pump, lift and booster stations.
- *Operate construction equipment.
- *Form, pour and finish concrete.
- *Read Electric and Water meter routes.
- *Responds to requests and inquiries from customers and from the public.
- *Identifies equipment need for each assigned project.
- *Collect water and wastewater samples for laboratory testing; may perform routine tests as required.
- *Maintain daily work logs.
- *Utilize proper safety precautions.
- *Assists other departments in all or major projects as necessary.
- *Establishes and maintains effective working relationships with co-workers, supervisor(s) and the public.
- *Performs other duties and responsibilities as assigned.

Required Knowledge, Skills, & Abilities:

- Knowledge of tools, mechanical equipment used in construction, repair and maintenance.
- Operation of two-way radio.
- Maintain records; follow laws, safe and lawful operation of motor vehicles.
- Operate a variety of equipment.
- Perform heavy manual labor.
- Perform on-call duties as required.
- Walk or remain standing for long periods.
- Read and interpret basic maps and blueprints if required.
- Work independently in the absence of supervision when necessary.