

**TOWN OF SPERRY, OKLAHOMA
UTILITY SERVICES AUTHORITY MAINTENANCE WORKER**

**TITLE: UTILITIES MAINTENANCE WORKER
REPORTS TO: UTILITIES MAINTENANCE SUPERVISOR**

JOB SUMMARY:

This is skilled and semi-skilled utility maintenance and/or equipment operation in the construction, maintenance and repair of gas, water and sanitary sewer utilities.

An employee in this classification operates medium to heavy motorized equipment including, truck, backhoe, boring machine and trencher. Although this position requires significant skill in operating equipment, an employee is expected to participate in all phases of skilled and unskilled manual labor. An employee in this position is expected to possess a specialized knowledge of utilities operations gained through practical experience. The work may involve safety hazards and strenuous physical activity, and requires considerable attention to safety procedures to prevent accidents.

Work assignments are general and requires the use of individual judgment and responsibility in their execution. Occasionally it may be necessary to perform job assignments without supervision during the absence of the utility's maintenance supervisor.

ESSENTIAL JOB FUNCTIONS AND DUTIES:

(The items listed below are not intended to be a complete listing of all essential functions and duties of this position)

1. Operate medium and heavy motorized equipment including backhoe, dump truck, boring machine and trencher.
2. Dig up, repair, and replace broken water, sanitary sewer, and natural gas lines.
3. Clean and repair sanitary sewer lift stations and manholes.
4. Install new natural gas and water meters, and remove and replace malfunctioning meters.
5. Maintain natural gas and water meters and water meter boxes.
6. Perform natural gas and water meter readings and related functions.
7. Investigate customer complaints regarding billings by re-reading meters, and checking for leaks and proper functioning of meters.
8. Perform utility cut offs for non-payment of bill and turn meters on after payment.
9. Meet with customers and counsel them on natural gas and water meter operation, billing questions and related matters.
10. Service, repair and maintain the sewage lagoon and all equipment necessary for proper performance of the lagoon.
11. Service on a regular basis and make minor repairs on all utility service equipment.
12. Keep informed of all preventive maintenance schedules for all equipment in the utilities department.

13. Determine tools and materials needed for assignments.
14. Maintain an awareness of proper safety procedures and guidelines and apply these in performing daily activities.
15. Perform the duties of the utility's maintenance supervisor on a temporary basis in the absence of the supervisor.
16. Perform any and all other work assignments that may be required by the utility's supervisor or Sperry Utility Services Authority Members.

MINIMUM QUALIFICATIONS:

1. Knowledge equivalent of a High School diploma and such training and/or experience as would provide the applicant with the below referenced knowledge, skills and abilities;
2. Knowledge of traffic and safety rules and accident prevention practices.
3. Knowledge of a wide variety of utilities maintenance operations, and the use of equipment in support of such operations.
4. Skills in the safe operation of medium and heavy motor equipment under all types of weather conditions.
5. Ability to understand and follow oral and written instructions, including equipment manuals.
6. Ability to work in all weather conditions.
7. Ability to perform manual labor related to the installation, maintenance and repair of water, natural gas and sanitary sewer utilities under adverse weather conditions.
8. Ability to deal effectively with the general public and co-workers, using tact and courtesy.
9. Knowledge of the Authority's Utility Billing Policies and Practices.
10. Knowledge of the Town's geography and specific locations of all water and natural gas meters.
11. Ability and willingness to maintain strict confidentiality.
12. Knowledge of methods, techniques and material used in water and natural gas distribution and sanitary collection and treatment.
13. Ability to operate two-way radios and cellular telephones.
14. Possession of a valid Oklahoma Driver's License, and be insurable.
15. Possession of an Oklahoma Department of Environmental Quality Class "D" Water and Sewer License.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS.

1. Most of the work is performed outdoors, during all seasons and in inclement weather.
2. Some work is performed in confined areas, on slick and wet surfaces, with exposure to offensive smells, dust, dirt and water.
3. Exposure to injury from moving equipment, slippery surfaces, and hazardous materials.
4. High degree of concentration required when operating tools and equipment necessary to perform essential job duties.
5. Must have dexterity to operate machinery and tools on uneven and slick surfaces.
6. Subject to extensive walking for long periods of time when reading gas and water meters.
7. Hearing and speech required to communicate clearly and distinctly in English face to face with citizens and co-workers.
8. Must be willing to periodically perform stand-by and callback duties, and be available for call outs during off duty hours.
9. Must be able to arrive at work no later than thirty (30) minutes from the time called back.
10. Must have mobility to climb, crawl and walk, and strength to lift, pull and push fifty (50) pound objects on a frequent basis, and up to one hundred (100) pounds on an infrequent basis.

The Town of Sperry offers comprehensive, flexible, innovative benefits designed to meet a wide variety of our employee's and their family needs.