



CITY OF SENECA
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Seneca, South Carolina 29678
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SENECA LIGHT & WATER - POSITION DESCRIPTION

EQUIPMENT OPERATOR/LABORER WATER DISTRIBUTION/SEWER COLLECTIONS

GENERAL PURPOSE

Performs a variety of maintenance work in the installation, maintenance, and repair of utility systems. Operates and performs maintenance on a variety of heavy equipment and trucks utilized in utility maintenance and repair activities. Reports to the Assistant Water/Sewer Superintendent. May supervise work crews in the absence of the Supervisor/Crew Leader.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises and performs repair and maintenance of water and sewer lines and rights-of-way in a safe and effective manner. Repair water and sewer lines without jeopardizing the health of the public and crew members. Show considerable skill in operating heavy equipment to avoid damaging water and sewer lines and adjacent utilities.

- Calls-in locates to SC 811 and schedule needed repairs.
- Operate heavy equipment and trucks under a variety of conditions.
- Perform required work tasks in a safe and effective manner.
- Operates equipment and vehicles in a proper manner, in the performance of those tasks for which it was intended, and within the city's safety policy.
- Operate Jet Vac trucks to alleviate sewer problems and clean lines as needed.
- Perform duties of utility technician and acts as crew leader of utility technicians in the absence of the Crew Leader.
- Maintain records of completed work orders with addresses serviced. Record materials used and the time required to complete task. Take pictures of ALL job sites. Record any discrepancies in maps and report them to GIS manager for map corrections.
- Provide on-call duty coverage at least twenty-six weeks per year during non-working hours as per duty roster.
- Perform required preventive inspection and maintenance of assigned equipment and trucks in accordance with established standards. Advise of any mechanical problems and need for upcoming scheduled service. Cleans equipment as needed.
- Perform all duties in compliance with appropriate safety and security standards.

PERIPHERAL DUTIES

- May operate power shovel which digs by pulling dipper toward machine and be designated Back-Hoe Operator in the absence of Crew Leader.
- May inspect various projects for the department.
- Fill in for other positions within the department.
- Perform other related duties as required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) High school diploma or GED equivalent and
- (B) Two (2) years experience involving the use of medium and heavy equipment, one (1) of which must have been related to utility systems or
- (C) Any equivalent combination of education and experience.

Special Requirements

- Five (5) year experience related to water distribution and/or sewer collection system.
- Possess a valid SC driver's license and CDL license with tanker and airbrake endorsements, or ability to obtain one.
- Possess SC Water Distribution Level D and/or Wastewater Collection License Level D or can obtain one.

Necessary Knowledge, Skills and Abilities:

- Considerable knowledge of installation, maintenance, and repair of water and wastewater collection systems.
- In depth knowledge of heavy-equipment operating principles.
- Considerable skill in operating heavy equipment to avoid damaging water and sewer lines or adjacent utilities.
- Skill in operation of listed tools and equipment.
- Ability to repair water and sewer lines without jeopardizing the health of the public or crew.
- Ability to understand and follow oral or written instructions and to communicate effectively verbally and in writing.
- Ability to observe proper safety precautions.
- Ability to establish effective working relationships with other employees, supervisors, and the public.
- Ability to perform heavy manual tasks under varying weather conditions.
- Ability to drive and operate a variety of equipment under varying conditions.
- Ability to read maps and make appropriate adjustments to maps.

TOOLS AND EQUIPMENT USED

Heavy Equipment: Cranes, Bush Hog, Boring Unit, back-hoe.

Other Vehicles or Rolling Equipment: Jet Vac truck, Right of Way Tractor, pickup truck, utility truck, dump truck, trailer.

Generators: Diesel Electric Generators, Gas Engine, Generator Sets.

Tools: Grease Gun, Rotary Hammer, Jack Hammer, Side Grinder, Demolition Saw, Chain Saw, Rakes, Concrete Tools, common hand and power tools, shovels, wrenches, Hammers.

Miscellaneous Equipment: Buckets, Cables, Chains, Grapples, Holding Fixtures, Hooks, Nets, Pallets, Ropes, Slings, Turnbuckles, Tapping Machine, Trailer Pumps, Jacks, Safety Tripod, Ditch Jacks, Blowers, Probing Rods, Air-Pacs, Oxygen Gas, Analyzers, Tamps, tamper, pumps, detection devices, manuals, blueprint, I-pads, mobile radio.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Each employee should immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
 - The employee frequently is required to stand and talk or hear.
 - The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
 - The employee must constantly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
 - The employee regularly works in outside weather conditions.
 - The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and loud noises and vibration.
 - The employee frequently is required to work in confined spaces.
 - The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
 - The noise level in the work environment is usually loud.
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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.