

**CITY OF LIBERTY
JOB DESCRIPTION**

Job Title: Utility & Public Works Technician	Date: August 28, 2020
Department: Public Works	Classification Grade:
Location: Public Works	FLSA Status: Non-Exempt

GENERAL DESCRIPTION OF JOB

Under general supervision, performs routine and semi-skilled work for the City's utility systems (water distribution, sewer collection, & stormwater) and the public works department. Other projects related to operation and maintenance may be assigned. The normal schedule is dayshift, Monday through Friday. Employee must participate in the on-call schedule for after-hour emergencies and be reasonably available for other after-hour emergency incidents. Employee must live within a reasonable distance from the Liberty city limits (reasonable distance determined by the Department Head and/or City Administrator).

SUPERVISION RECEIVED

Reports directly to the Public Works Director but works closely with the Utility Office.

SUPERVISION EXERCISED

Does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities listed below are those that represent the majority of the time spent working in this position. Management may assign additional related duties and responsibilities as necessary.

Utility Functions

- Repairs, inspects, and helps maintain the city's utility systems.
- Assists with meter reading, meter maintenance and replacements.
- Assists with installation of new lines and repairs including digging and trenching
- Responds efficiently and effectively to work orders.
- Maintains utility easements and right-of-ways to ensure they are accessible by foot and vehicle.
- Assists with smoke testing and other methods to identify inflow and infiltration of water into the sewer system.
- Assist in identifying water leaks in system.
- Maintains logs of the operation and maintenance of the utility systems.
- Utilize operations & maintenance manuals, preventive maintenance program and emergency operations plan.
- Assist with the fire hydrant pressure testing and flushing program.
- Assist with the valve exercise and maintenance program.

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- Promptly report water leaks and sewer overflows to the appropriate people.

Public Works

- Maintain city properties and city-maintained areas in a neat and clean manner. Maintaining includes, but not limited to, mowing, trimming, spraying, painting, making repairs, and litter pickup.
- Prepare for special events and downtown & community activities.
- Keeps all maintenance equipment in clean and safe manner.

Miscellaneous

- Attends meetings, workshops, & training to enhance job knowledge and skills.
- Work with community members, visitors, public officials, and employees in a constructive, productive, professional, and customer-friendly manner. Ability to communicate effectively by phone, in-person, and by written correspondence.
- Utilizes problem solving, continuous improvement, best practices, good judgment and other improvement strategies to meet the needs of the City organization and the community.
- Comply with established policies, procedures and safe work practices. Follow safety training and instructions provided by their supervisor.
- Wears and maintains all personal protective equipment required for their job.
- Must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.
- Ability to work after hours for urgent and/or emergency situations involving City services.
- Performs other City-related duties as assigned

ANCILLARY DUTIES & RESPONSIBILITIES

- Assists with bulk item pickup and solid waste collection as needed.

MINIMUM QUALIFICATIONS

Education and Experience:

- An Associate Degree in a relevant field of study is desirable (need to justify how your field of study would help with the position). A High School Diploma or GED Equivalent is mandatory.
- Must have a valid SC Class B CDL license and pass a criminal background screening.
- Employee must obtain/maintain a DHEC Water Distribution C License as a condition of employment. If hired without a DHEC Water Distribution C License, employee must obtain one within thirty (30) months.

Knowledge, Skills and Abilities:

- Must be proficient or have the ability to be proficient with minimal training, Office 365 (Outlook, Word, Excel, etc) and various software applications
- Ability to work with community members, visitors, public officials, and employees in a constructive, productive, professional, and customer-friendly manner.
- Ability to communicate effectively by phone, in-person, and by written correspondence.
- Ability to utilize problem solving, continuous improvement, best practices, good judgment and other improvement strategies to meet the needs of the City organization and the community.

TOOLS AND EQUIPMENT USED

- Small/medium power tools, shovel and other hand tools
- Small and medium sized trucks, utility service equipment, trailers, grounds equipment, and heavy equipment.
- Networked & wireless computer devices with various software packages, meter reading devices, cell phone, etc.

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- This position requires the ability to sit; talk or hear; stand; walk; use hands to finger, handle or operate objects, tools, or controls; and reach with hands and arms.
- Requires the ability to navigate outdoors in an open & level environment but also in a woods and hilly environment
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 75 pounds.
- Vision requirements include preparing and analyzing written or computer data, operating motor vehicles and equipment, and observing general surroundings and activities.
- While in the field or at job sites, the employee may often be required to stoop, kneel, crouch, or crawl. At job sites the employee may work near moving mechanical parts and in high, precarious places and may be exposed to wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level is moderate in office settings and loud in the field or at job sites.

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

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview; background and reference check; job related tests may be required.

REMOVAL GUIDELINES

This document is not intended to and does not constitute a contract of employment. All employees are employed on an at will basis which means that either the employee or the employer may terminate the employment relationship at any time, with or without notice or cause. Some reasons for removal include, but not limited to, employee's inability to attend regularly to work, chronic illness, failure to perform competently on any of the critical tasks of the position, consistent failure to perform competently on regular tasks, failure to support and uphold the City's mission, oath of office (if applicable), or the South Carolina's ethics law, failure to continually comply with preconditions for original employment, failure to display due regard for the civil liberties of any person, accruing atypical amounts of dysfunctional work time, or requiring atypical amounts of supervisory counseling or remedial training.

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 is subject to change by the needs requirements of the job change.

The City of Liberty is an equal opportunity employer. The City of Liberty does not discriminate in employment on account of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability or any other legally protected status.