



## Job Description – Utility Maintenance Worker

<b>Job Title:</b>	Utility Maintenance Worker	<b>Department:</b>	Utilities
<b>Group:</b>	12	<b>FSLA Status</b>	Non-exempt
<b>Salary Range:</b>	Not to exceed Mid-range	<b>Position Type:</b>	Full time
<b>Reports To:</b>	Utility Supervisor	<b>Directs:</b>	None

### Applications Accepted By:

**E-MAIL:**

[hrdirector@palestine-tx.org](mailto:hrdirector@palestine-tx.org)

**Subject Line:**

Attention: Human Resources/ Job Title

**MAIL OR IN PERSON: (MONDAY- FRIDAY; 8A-5P)**

City of Palestine Human Resources  
 504 North Queen  
 Palestine, Texas 75801  
 (903)731-8421

### Job Description

**OBJECTIVE**

*THE INTENT OF THIS POSITION DESCRIPTION IS TO PROVIDE A REPRESENTATIVE SUMMARY OF THE MAJOR DUTIES AND RESPONSIBILITIES PERFORMED BY INCUMBENT(S) IN THIS POSITION. INCUMBENT(S) MAY NOT BE REQUIRED TO PERFORM ALL DUTIES IN THIS DESCRIPTION AND INCUMBENT(S) MAY BE REQUIRED TO PERFORM POSITION-RELATED TASKS OTHER THAN THOSE SPECIFICALLY LISTED IN THIS DESCRIPTION*

Under close supervision, undertakes and performs a variety of construction, repair, maintenance, and related work involved with the construction, maintenance and/or repair of water service lines and facilities.

**ESSENTIAL JOB FUNCTIONS**

Essential functions, as defined under the Americans with Disabilities Act may include, but are not limited to, the following tasks, knowledge, skills, and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

- Repairs , maintains and/or builds, replaces and/or updates water and sewer lines; digs trenches, manholes and related work-site requirements;
- Builds/brings manholes to proper elevation; finishes excavations; backfill and finishes fill ins; mixes, pours, levels and finishes concrete; removes, repairs or replaces concrete;
- Operates trucks, construction equipment and a variety of tools; maintains, cleans and repairs meters, pumps and valves; assists other departments as required;
- Responds to citizen inquiries and complaints.
- Cross train with meter readers

**OTHER IMPORTANT JOB FUNCTIONS**

- Knowledge of applicable local, state and Federal statutes, rules, regulations, codes, ordinances, City of Palestine policies and procedures and other governing documents.
- Knowledge of the use and operation of a variety of water construction, repair, maintenance and related tools and equipment.



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- Knowledge of the basic principles of water flow, plumbing and related construction requirements.
- Skill in utilizing a variety of tools involved in performing water, sewer, construction, maintenance and repair tasks and projects.
- Skill in establishing and maintaining effective working relations with employees, other departments, vendors, contractors, the public and others having business with the City of Palestine.
- Performs other duties as assigned or required.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- A high school diploma or GED AND one year of relevant construction, water service construction, maintenance, repair, plumbing, building construction or closely related experience.
- Obtain a “C” Distribution and Class II Collection license by the TCEQ must be obtained within 6 months after work experience requirements are met.

### CERTIFICATIONS AND LICENSES REQUIRED

Must be willing and capable of completing all required courses and classes for certification requirements.

Must possess a Valid Texas motor vehicle driver’s license.

### PHYSICAL DEMANDS

- Will be exposed to exposure to extreme weather conditions, dangerous machinery, hazardous chemicals, infectious diseases, and potential harm from construction hazards.
- May be required to lift and/or carry heavy, bulky supplies, materials, tools, or related equipment weighing up to 100 pounds, repetitively.

### CONDITIONS OF EMPLOYMENT

Must pass a pre-employment drug screen and/or physical exam. Employees are subject to random drug/alcohol testing throughout their employment.

Must have and maintain a satisfactory driving record .

Must be available to work flexible hours and schedules.

Regular attendance is required.

Mandatory On-Call and Overtime Work May Be Required.

Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the public during emergency situations that threaten the safety of Palestine’s citizens.

### ADDITIONAL INFORMATION

This job description is not intended to be construed as an exhaustive list of responsibilities, duties and skills required. City management has exclusive rights to alter this job description at any time without notice. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. This document does not create an employment contract, implied or otherwise, other than an 'at-will' relationship.

The City of Palestine affords equal employment opportunity to all individuals regardless of race, color, national origin, gender, gender identity, religion, age, disability, veteran status, or sexual orientation or other protected status.



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**Your application is part of the review process; be sure it is complete. If attaching a resume, all information requested on the application form must also be completed (i.e. writing “see resume” is not sufficient).**

Reviewed By:	Jason Shelton	Date:	5/9/22
Approved By:	Jason Shelton	Date:	5/8/22
Last Updated By:	Sue Tingle	Date/Time:	5/8/22
Received By:		Date:	