

## **JOB DESCRIPTION**

### **City of Hillsboro**

An Equal Opportunity Employer

**Title:** Water Distribution and Sewer Collection  
Maintenance Laborer

**Reports To:** Water and Sewer Maintenance Superintendent

**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

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### **QUALIFICATIONS:**

1. High school diploma or general education degree (GED).
2. Training and /or experience in construction or related work.
3. Obtains Valid Commercial Driver's License (CDL) with the appropriate Class B endorsement within six months of employment

### **GENERAL DESCRIPTION:**

Under direction; installs, repairs, and replaces water distribution and sewer collection systems; operates semi-skilled and skilled equipment and power tools; performs landscaping duties such as grading, seeding, and cutting grass.

### **ESSENTIAL FUNCTIONS:**

1. Operates jack hammer, welding, equipment, cutting torches, dump truck, hand tools and small power tools to repair water and sewer mains, locate water and sewer lines, make water taps, replace old water lines, and perform various related maintenance tasks to assist in maintaining water distribution and sewage collection; repairs service lines and curb boxes.
2. Spreads and rakes hot and cold asphalt mix and other paving materials to proper thickness and grade on roadways.
3. Installs, repairs, and/or replaces water and sewer collection systems and appurtenant items using a variety of hand tools, power tools, and small/light equipment (e.g., shovels, tampers, jack hammers, tractor, etc.)
4. Performs landscaping duties such as grading, seeding, cutting grass, weeds, foliage, trimming branches, removing trees and stumps, using equipment such as chain/power saws, and tractor mowers.
5. Performs preventive maintenance to equipment to include lubricating, changing oil, adding fluids and performing routine adjustments.
6. Performs masonry, concrete, painting, and carpentry work related to activities.
7. Performs minor repair and/or maintenance on tools and equipment.

8. Reads water meters and records accurate information to logs.
9. Repairs, replaces, and wires electronic water meters.
10. Performs general custodial duties such as sweeping, mopping, and /or cleaning.
11. Confers with contractors, plumbers, and related personnel as directed to advise on water and sewer related projects; answer questions from general public regarding type of work being performed, etc.; may inform property owners that water will be temporarily suspended to allow for repair.
12. Works in confined spaces to maintain water distribution system effectiveness and wastewater collection system effectiveness; climbs ladders, uses breathing apparatus, manually or mechanically operates extrication equipment.
13. Uses hand tools and implements to return streets, lawns, and work sites to original condition after completion of job (e.g., fills trenches and holes, lawn restoration, etc.).
14. Flags ongoing traffic at projects sites, lays out temporary road markings (e.g., cones, barrels, signs, etc.).
15. Starts and stops pumps, motors, and other equipment.
16. Adjusts valves and regulates equipment to maintain maximum efficiency.
17. Maintains equipment (e.g., lubricates moving parts, adjust and changes packing, cleans and replaces filters, etc.); makes minor equipment repairs and reports major mechanical repairs to appropriate personnel.
18. Performs routine building and ground maintenance tasks (e.g., mows grass, cleans and unclogs drains, sweeps and mops floors, picks up refuse, disposes of trash, etc.).
19. Lifts up to seventy-five (75) pounds and moves a distance of thirty (30) yards.
20. Follows all department safety practices and procedures.
21. On call twenty-four (24) hours a day, seven (7) days a week.
22. Maintains required licenses and /or certificates.
23. Demonstrates regular and predictable attendance.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

1. Attends workshops or seminars related to duties performed.
2. Completes daily/weekly reports/logs/time sheets as they relate to the work assignments and as required.
3. Performs other duties as assigned by supervisor.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** City policies and procedures; department goals and objectives; safety practices and procedures; public relations; workplace safety; occupational hazards; tools, equipment, and materials used in water and sewage systems; highway safety practices and procedures.

**Skilled in:** Front-end loader; dump truck, paint machine.

**Ability to:** Interpret policies, procedures, and regulations; understand general water and sewer construction, repair, and maintenance procedures, make practical application of work assignments; operate semi-skilled and skilled equipment and power tools; control traffic flow in construction areas; perform heavy manual labor for prolonged periods of time, often in adverse weather conditions; develop effective working relationships; maintain accurate records; lift up to 75 pounds and move a distance of 30 yards; travel to and gain access to work site.

**EQUIPMENT OPERATED:**

Dump truck, sewer roading machine, sewer jet cleaner, loader, tractor/bushhog, sewer vacuum, two-way radio.

**PHYSICALLY DEMANDING AND HAZARDOUS WORKING CONDITIONS  
INHERENT IN THIS JOB DESCRIPTION:**

The employee must negotiate, use, or work with or in the vicinity of:

1. Platforms and runways.
2. Portable metal ladders.
3. Fixed ladders.
4. Compressed gases.
5. Oxygen.
6. Flammable and combustible liquids.
7. Storage and handling of liquefied petroleum gas.
8. Hazardous waste operations involving emergency response operations for release of or threats of release of hazardous substances (motor oil).
9. General requirements for use, care, and limitations of personal protective equipment
10. Fall protection for employee's system requirements to eliminate fall hazard.
11. Eye and face protection due to potential exposure to flying objects, impact, and other hazards.
12. Respiratory protection due to potential exposure to airborne contaminants.
13. Occupational head protection due to potential impact to the head from objects, electricity, and other hazards (required only when hazards are present or likely to be present).
14. Occupational foot protection due to potential impact of objects, compression, and other hazards to the feet.
15. Hand protection.
16. Permit-required confined spaces.
17. Machines and equipment which could accidentally become energized (lockout/tagout).
18. Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
19. Sling
20. General requirement for safe use of tools and guarding.
21. Woodworking equipment.
22. Abrasive wheels.
23. Hand and portable tools.
24. Guarding of portable power tools.
25. Jack stands.
26. Oxygen-fuel gas welding and cutting.
27. Arc welding and cutting
28. Installation of wiring of cables and other equipment which transmits electricity.
29. Air contaminants.
30. Human blood or other potentially infectious materials.
31. Hazardous chemicals.
32. Construction activities.
33. Fall Protection – Construction.
34. Vehicle on construction site.

- 35. Construction-type material handling equipment.
- 36. Excavations activities

**GENERAL DUTY: SAFETY AND HEALTHFUL WORKPLACE**

The employee:

- 1. Has contact with potentially violent or emotionally distraught persons.
- 2. Has exposure to potentially vicious animals.
- 3. Has exposure to hot, cold, wet, humid, or windy weather conditions.
- 4. Has exposure to hazardous driving conditions.
- 5. Has exposure to shaking objects or surfaces.
- 6. Has exposure to second-hand smoke.

**PERFORMANCE EVALUATION:**

Per the City of Hillsboro's policy manual.

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This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent who will be required to follow other instructions and perform any duties required by the position's supervisor, Safety Service Director, or Mayor.

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Approved by Mayor or Safety Service Director

\_\_\_\_\_  
Date

I understand, and will perform to the best of my ability, the job duties and requirements specified in this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date