

CLASS TITLE: UTILITY SERVICE WORKER II

PURPOSE OF THE CLASSIFICATION: Under general supervision performs a variety of semiskilled tasks working on individual assignments or as a member of a crew in major repairs involving utility services work of a hazardous nature and other related assigned duties.

ESSENTIAL TASKS:

- Participates in the removal, repair, calibration, assembly and testing of 3-10 inch water meters
- Repairs/replaces valves and related leaks
- Installs and repairs Automated Meter Reading (AMR) devices
- Installs, checks, repairs and/or replaces water line breaks/leaks and related service lines
- Assists in changing out and resetting water meters, notifying customers of pending services and following up with installation checks to ensure proper operation
- Repairs and replaces curb stops, meter cans and service lines
- Cleans and sanitizes meter mechanisms
- Checks for water consumption, conducting onsite meter tests to assist customers in the resolution of billing disputes
- Prepares cost-plus information and reports tampering violations as needed
- Operates a variety of medium to heavy automotive equipment and performs normal adjustments, service and routine cleaning and maintenance
- Verifies final meter readings changed out by various work groups to ensure accuracy and timely entry of billing information into utilities software applications
- Operates various types of machinery, equipment and power/hand tools
- Maintains meter and parts inventory and checks out specialized tools to field crews
- Accurately completes work orders and maintains records and related paperwork, being cross trained to use a laptop computer to record field work
- Cross trains in higher classifications and may lead the activities of lower classifications
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from high school or possession of a General Educational Development (GED) Diploma, and three (3) years heavy manual labor experience to include repair of mechanical equipment, including one (1) year of experience as an Utility Service Worker I; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128. Refer to the Trades Worker Progression Criterion Document for additional requirements.

Knowledge, Abilities, and Skills: Good knowledge of heavy manual labor practices, methods, equipment and materials; good knowledge used in the repair of small mechanical devices; and good knowledge of the safety rules, procedures, hazards and precautions of the work. Ability to understand and follow verbal and written instructions; ability to perform manual labor over an extended period of time in varying weather conditions; ability to diagnose and correct mechanical defects in small mechanical devices; ability to operate various types of automotive and power equipment; ability to maintain records and a parts inventory; ability to perform mathematical calculations; ability to operate a computer; ability to deal with irate customers; and the ability to courteously and tactfully communicate with fellow workers, supervisors, other members of the organization and the public in giving and receiving information. Skill in the use and care of hand and mechanical tools and various equipment.

Physical Requirements: Physical requirements include frequent walking and standing; occasional lifts/carries up to 105 pounds; frequent lifts/carries up to 60 pounds; frequent pushing/pulling up to 60 pounds; frequent reaching, balancing, bending, kneeling, handling, climbing, smelling, and twisting; occasional crawling and feeling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "B" Commercial Driver's License (CDL); and a relevant Class "D" Water/Wastewater as issued by the Department of Environmental Quality (DEQ); a valid Class "A" Commercial Driver's License (CDL) with applicable endorsements within 6 months of hire date; and Confined Space Entry, Trenching and Shoring Certification within one (1) year of hire date.

WORKING ENVIRONMENT: Working environment is primarily outdoors and occasionally indoors, in inclement weather, and outside of vehicle; May be exposed to the following: hazardous materials, animal waste/dead animals, flammable liquids, radiation, traffic, cramped work areas, excessive dust, weather/temperature extremes, trench excavations, underground gas/electric/petroleum lines, rough terrains, cutting/chipping/grinding, hazardous/toxic atmospheres, sewage, damp/wet surfaces, snow/ice covered surfaces, animal bites, snake bites, insect bites, poisonous plants, overhead power lines, toxic fumes/vapors/odors, confined spaces, compressed gases, high noise areas, oily surfaces and refuse/garbage/litter.

Class Code: 8529

EEO Code: N-08

Pay Grade: LT-15

Group: Labor and Trades

Series: Unskilled and Semiskilled Labor

Effective date: October 24, 2012