

UTILITY PERSON

Clearfield Municipal Authority - Clearfield PA 16830

Summary:

The Utility Person performs a variety of tasks involving water utility operation and general maintenance of Water Treatment Facilities, including but not limited to sampling, unloading chemicals, grass cutting, brush cutting, metering, painting, and snow removal.

Reports Directly to:

Water Division Foreman

Responsibilities:

May include but not be limited to:

Assist with all operations of plant while following SOP.

Perform grounds keeping and custodial work.

Operate landscaping and snow removal equipment with both manual tools and machinery.

Clean, wash down, and maintain tools, tanks and other equipment used to process water.

Check and monitor water pump stations and tanks for alarms or maintenance conditions.

Perform routine inspections to detect any necessary repairs or hazardous conditions.

Load and unload various equipment, supplies, and chemicals.

Perform general and preventative maintenance and repairs on instrumentation, electrical, mechanical, and electromechanical machinery and equipment.

Maintain tools and equipment in good operating condition.

Operate valves, pumps, motors, communications systems and process control systems.

Operate hydraulic valve exercising equipment.

Operate backhoe, dump truck, mowers, skid steer loaders, excavators, snowplows, forklifts, and other equipment of various sizes and weights, as needed.

Maintain parts inventory and purchase materials within established guidelines with supervisor approval.

Check and record readings on meters and pumps.

Calibrate equipment by instrumentation and hydrologic procedures, as required.

Repair equipment and machinery such as pumps, compressors, and engines.

Install new equipment as required.

Maintain operational and maintenance records and prepare reports.

Comply with established safety procedures and observe safe work practices.

Follow oral and written instructions, specifications, wiring diagrams, and codes.

Exercise independent judgment involving normal work problems under general supervision.

Perform other related duties of a similar nature as may be required.

Other Important Duties:

Required to work weekends.

Required to be on the division's 24-hour call-out list for emergency situations, which requires you to work evenings and/or weekends.

The job may include fill-in for vacant shifts, emergency or unusual situations.

Travels to attend training to retain any certifications and upgrade skills.

Perform other related duties as assigned, at times for other divisions, to assist in special situations.

Regular and consistent attendance for the full assigned work hours is essential.

Ability to work under direction of employees with seniority

Required Knowledge and Skills:

Knowledge of general maintenance and repair techniques for common tools and equipment, and vehicles used in maintenance work, and their basic safety precautions and procedures.

Knowledge of the operation and maintenance of power and hand tools.

Knowledge of safe handling techniques of hazardous chemicals and materials.

Skill in following oral and written communications and directions.
Ability to maintain effective working relationships with peers and supervisors.
Ability to deal courteously and effectively with the public, your peers, and your supervisors.
Must be able to work in a team.
Be an effective communicator.
Act with a high level of integrity.
Be responsible and accountable for your words and actions.
Working knowledge of safety rules and practices, along with the occupational hazards with working in the water utility environment.
Ability to detect flaws in the operation of mechanical equipment and to determine property remedial measures.
Ability to read manuals and troubleshoot problems.
Knowledge of water distribution systems, emergency generators, transfer switches, pumps/motors, general knowledge of street maintenance, and grounds maintenance.
Ability to operate small office equipment, including copy machines and multi-line telephone systems.
Ability to operate computers for data entry, word processing, work order systems, email and the internet.
Possess thorough knowledge of water treatment and conveyance machinery and equipment, of electrical and electronic systems; plus the ability to perform necessary operational duties and maintenance repairs on same.
Thorough knowledge of approved methods, practices, code requirements and safety standards.
Candidate must possess the ability to interpret technical manuals, drawings and specifications, including layouts, blueprints and schematics. Ability to handle a variety of duties without close supervision.
Ability to carry out instructions furnished in oral, written or diagrammatic form.
Ability to make arithmetical calculations involving fractions, decimals and percentages.
Ability to perform limited supervisory duties and maintain satisfactory working relations with other employees; ability to demonstrate, under supervision, the capability to perform strenuous manual work under varying weather conditions.

Qualifications:

Graduation from high school or equivalency.
As a condition of employment, the successful candidate must pass a criminal background check and pre-employment physical including drug screening.

Experience:

Prior experience in a water/wastewater industry preferred.

Licenses/certifications required:

Valid PA driver's license.

Environmental Factors & Conditions:

May be exposed to moving traffic, extreme weather conditions, hazardous chemicals, fumes, heights, trenches, air and water borne pathogens, body fluids, infectious diseases, rodents and insects.
Work around wastewater is also subject to the final standards of OSHA on blood borne pathogens.
Employee may have exposure to usual noise associated with equipment.
May be exposed to odors from processes and laboratory field samples.
Exposure to atmospheric conditions such as heat, cold, dust, fumes, vapors, or mists.
Working in elevated locations (rooftops, ladders, etc.).
Working in various types of confined spaces.

Physical Requirements:

The individual must be in good physical condition and have the physical stamina to perform strenuous physical activities.
Heavy work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Physical ability to work in and around confined spaces, requiring a great deal of standing, stooping, walking, bending, and kneeling, pushing and pulling, climbing, balancing, crouching, crawling, and repetitive motions.

Employee must not have tendencies towards claustrophobia or acrophobia.

Must possess the visual acuity to operate mobile equipment and hand tools in a safe manner, to work in traffic and perform visual inspections.

Disclaimer:

The information outlined in this job description indicates the general nature and type of work performed by employees within this classification. It is not intended to provide a comprehensive inventory of all duties, responsibilities or competencies and requirements of employees within this classification.

Management retains the right to change the responsibilities and directives of employees within this classification.

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and a Drug Free Workplace.**