



Doña Ana Mutual Domestic Water Consumers Association
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Job Title: Utility Worker
Department: Operations
Reports To: Field Manager
FLSA Status: Non-Exempt
Pay Grade: B

Summary Performs general grounds keeping and landscaping duties and maintains facilities, also assists in the repair and operation of a variety of water production and wastewater treatment plant equipment to maintain safe and clean environment. Position involves competing demands, performing multiple tasks, working within deadlines, occasional work beyond normal business hours, and responding to customer issues. Reads and records water meters for commercial and residential customers for the billing and collection of revenues to achieve performance goals and objectives. Assists in the repair and maintenance of a variety of wastewater treatment plant equipment. Performs routine maintenance and repair of motorized vehicles and equipment.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Performs general upkeep and cleaning of facilities, locations and sites; collects and removes trash and debris to ensure neat and clean assigned areas.

Uses various tools and small equipment to maintain facilities, remove weeds, mow grass and landscape and maintain grounds.

Performs general maintenance of facilities to include sand blasting, painting, and pouring concrete slabs.

Performs accurate water meters readings using a portable computer; reviews route reports to detect errors, high or low usages, or skipped reads due to access.

Provides notification of damaged or missing meter lids, hazardous or out-of-tolerance conditions for water, electric, and gas systems, and reports code violations to ensure appropriate levels support, safety and compliance.

Cleans debris and dirt out of water meter boxes; removes growth that obstructs meters to maintain function and accessibility.

Participates in the repair and maintenance of all plant equipment, including pumps, motors, sludge centrifuge, valves, piping, Genset, blowers, compressors and related equipment using standard and specialized hand tools.

Performs routine maintenance such as lubricating bearings; replacing seals, gaskets, springs, and gears; Checks and calibrates plant flow meters to ensure accuracy of measurements.

Performs minor maintenance on plant buildings; Assists plant staff in housekeeping and grounds keeping of the plant facilities and odor control site.

Inspects vehicles for damage or potential problems (inspects belts, hoses and tires and replaces as necessary); Lubricates vehicles; checks and maintains fluids; performs oil changes; Maintains tools and equipment; Cleans vehicles and equipment.

Supervisory Responsibilities This job has no supervisory responsibilities.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience High School Diploma or GED and 12 months experience performing general grounds and/or building maintenance.

Certificates, Licenses, Registrations Valid driver's license is required.

Other Skills and Abilities Operate light and heavy equipment; use power and hand tools; perform technical reading and writing; maintain concentration; work in confined spaces; respond effectively to emergency situations; operate a motor vehicle and navigate across even and uneven surfaces.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand and walk. The employee is occasionally required to sit. The employee must regularly lift and /or move up to 50 pounds and occasionally lift and/or move up to 75 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is frequently exposed to moving mechanical parts and various chemicals. Work is performed outdoors with exposure to noise, dust, dirt, open manholes, street cave-ins, chemicals and gases. Safety equipment required includes safety shoes, vest, ear plugs, sound attenuator, hard hat and gloves.