



## Gloucester County Job Description

**POSITION: Utility Maintenance Worker**  
**DEPARTMENT: Public Utilities**  
**JOB CODE: A226**  
**FLSA: Non-Exempt**  
**GRADE: 7**

**GENERAL STATEMENT OF JOB:** Under close supervision performs specialized semi-skilled work in water distribution, water treatment or wastewater collection. Work involves using a variety of procedures, hand equipment, power tools, and heavy machinery. Employee also performs custodial and grounds keeping work. Employee must exercise initiative and some independent judgment in completing assigned tasks. Employee must also exercise tact, courtesy, and firmness in contact with customers and the general public. Day-to-day duties may vary depending upon assignment. Reports to Utility Foreman or Utility Mechanic Foreman as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

1. Assists foreman and others in semi-skilled water and wastewater utility work, job preparation, execution and cleanup. This includes the repair, maintenance and operation of pumps, valves, pipes, air compressors and hydraulic machinery. Performs work on pressurized or gravity flow systems.
2. Uses electronic equipment to read water meters.
3. Responds to trouble calls regarding leaks, low pressure, and water quality; repairs leaks and inspects lines for trouble.
4. Operates motorized equipment, pumps, and sewer cleaning machines used in the maintenance and repair of water and sewer lines.
5. Exercises fire hydrants, valves, and air release valves to ensure proper functioning of water and wastewater systems.
6. Performs custodial and grounds keeping duties, including the use of motorized landscaping equipment.
7. May operate backhoe and trenching machine, as needed.
8. Responds to after-hours calls on nights, weekends, and holidays.
9. Performs other duties as assigned.

### **EMPLOYEE UTILIZATION IN ADVERSE WEATHER AND EMERGENCY CONDITIONS**

All Gloucester County employees are subject to being assigned to specific positions and tasks during a "Declared Emergency" as support personnel, by the County Administrator, the Emergency Management Director, or the Emergency Operations Plan (EOP). Once assigned, this would be the same as a regular work assignment and all policies and procedures for duty assignments apply. (Please see Gloucester County Administrative Policy 101.1 - Employee Utilization in Adverse Weather and Emergency Conditions.)

### **JOB LOCATION AND CONDITIONS:**

Duties are performed outside at assigned location throughout the County in all kinds of weather. Operates heavy motorized machinery and equipment and hand tools, gasoline and diesel-powered equipment, trenching machine, water pumps, saws, pick axes, shovels, plumbing tools, etc.

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

Basic knowledge of hand tools, gasoline and diesel-powered equipment.

Basic knowledge of plumbing.

Basic knowledge of the tools, techniques, materials and supplies used in the repair and maintenance of a variety of water treatment distribution and wastewater collection fixtures.

Basic knowledge of the occupational hazards involved with working in confined spaces and proper safety precautions necessary for the proper operation of varied construction and maintenance equipment.

Ability to properly use, repair and maintain a variety of hand and power tools, including lawn equipment, chain saws, and other small motor equipment, and understands the safety hazards and applicable precautions involved with such work.

Ability to perform minor maintenance on water distribution and wastewater collection equipment and fixtures.

Ability to use equipment and tools necessary to locate and unearth water and sewer fixtures.

Ability to understand and follow oral and written instructions.

Ability to perform physical labor for extended periods of time, possibly under arduous conditions.

Ability to prepare and maintain simple records.

Ability to establish and maintain effective working relationships as necessitated by work assignments

Ability to coordinate hands and eyes to operate hand tools and heavy motorized machinery and equipment including generators, dump trucks, forklifts, welders, torches, voltage and amp meters, mechanics tools, etc.; to operate motor vehicles.

Ability to see, to perceive, or comprehend by the sense of sight. Must be able to see at night and/or in dark spaces.

Ability to hear, to perceive and discriminate sounds.

Ability to deal effectively with people beyond giving and receiving instructions

## **EDUCATION AND EXPERIENCE:**

High school diploma/GED.

One (1) to three (3) years of related or transferable experience that provides the required knowledge, skills, and abilities.

## **NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards.

Pass a post-offer, pre-employment physical examination. Position subject to subsequent physical examinations to ensure incumbent meets physical job requirements.

**PHYSICAL REQUIREMENTS:**

<b>C</b> = Continuous – over 6 hours a day	<b>O</b> = Occasional – less than 3 hours a day	<b>P</b> = Periodic – several times a year
<b>F</b> = Frequent – between 3 and 6 hours a day	<b>I</b> = Intermittent–several times a week/month	<b>N/A</b> = Not applicable to position

LIFT/CARRY	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EQUIPMENT USAGE & OPERATION	C	F	O	I	P	N/A
Standard Office Equip.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motor Vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vehicle requiring CDL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (backhoe, trenching machine)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PUSH/PULL	C	F	O	I	P	N/A
1 to 10 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 to 20 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21 to 50 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51 to 75 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
76 to 100 lbs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK WITH/NEAR	C	F	O	I	P	N/A
Machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electricity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Power Tools	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Fumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Heights	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

MOVEMENT	C	F	O	I	P	N/A
Carrying	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bend/Stoop/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crawl	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Above Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach Below Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grasp/Squeeze	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Stairs/Ladder	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uneven Walking Surface	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Even Walking Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENVIRONMENT	C	F	O	I	P	N/A
Indoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outdoors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extreme Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dusty	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excessive Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (wet)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ENDURANCE	C	F	O	I	P	N/A
Stationary Position (stand or sit)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Move, Traverse (walk)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operate, Activate, Use, Prepare, Inspect, Place, Detect, Position (use of hands/fingers)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VISION REQUIREMENTS (Check all that apply)	
Depth Perception	<input checked="" type="checkbox"/>
Color Vision	<input checked="" type="checkbox"/>
Peripheral Vision	<input checked="" type="checkbox"/>
Uncorrected/Corrected vision 20/40 or better in one or both eyes; 100 degrees, or better, horizontal vision in one or both eyes	<input checked="" type="checkbox"/>