



## **JOB DESCRIPTION**

**Job Title:** Maintenance/Laborer  
**Department:** GMSA  
**Classification:** Non-Exempt  
                           Safety Sensitive  
**Pay Grade:** Grade 7  
**Pay Range:**     Minimum        Midpoint        Maximum  
                           \$25,744        \$32,163        \$41,191  
**Reports to:** Utility Superintendent  
**Date Updated:** September 2019

### **SUMMARY**

Under the supervision of the Utility Superintendent, the Water & Sewer Maintenance employee performs responsible duties by maintaining a safe and working system with general maintenance and upkeep and maintaining all required paperwork.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES**

- Repairing Water & Sewer lines
- Change Pumps
- Install new services
- Read water and gas meters
- Repairs water and gas meters
- Service disconnections
- Assist Natural Gas Department as needed
- Available to be on-call
- Other duties as assigned

### **PERIPHERAL DUTIES**

- Backup for GMSA departments as needed
- Service and maintain water and sewer system
- Makes appropriate decisions for proper customer service
- Helps subordinates accomplish tasks, as needed

- Abides by all standards, conduct and policies, as stated in the Personnel Policy and Procedures Manual

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **SAFETY SENSITIVE POSITION**

This position is a 'Safety Sensitive' position as defined by the United States Department of Transportation and alcohol testing regulations, the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and/or Oklahoma Medical Marijuana laws. As a "Safety Sensitive" classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a Medical Marijuana License will not excuse you from the testing process, or the consequences of testing positive for marijuana.

This position performs the following 'Safety Sensitive' Duties:

- Operation of motor vehicles, other vehicle, equipment, machinery or power tools;
- Operation, maintenance or oversight of critical services and infrastructure including but not limited to electric, gas, and water utilities.

### **QUALIFICATIONS**

#### **Education, Licensure, or Certification**

- High School Diploma or GED
- Driver's License
- Class D Water and Wastewater License
- 12 Months allowed to obtain Licensing or Certifications

#### **Experience, Specialized Knowledge, and Other Requirements**

- Ability to operate equipment within the water and wastewater system
- Knowledge of all safety regulations

#### **Knowledge, Skills and Abilities – With or without accommodations**

##### *Knowledge*

- Basic knowledge of equipment
- Basic Math skills
- Customer Service

##### *Physical*

- Has ability to perform physical activities such as standing, walking, and shoveling for long periods of time.
- Ability to lift and carry heavy loads
- Has normal eyesight and depth perception, with or without correction
- Hears normal tones, with or without correction
- Has ability to work within environment described below

##### *Cognitive*

- Ability to listen, understand, read, write and communicate information
- Ability to follow rules and regulations of GMSA
- Ability to use logic and reasoning to identify appropriate solutions or approaches to problems
- Ability to be compliant with rules and regulations regarding safety
- Ability to establish and maintain effective working relationships with subordinates, peers, superiors and the public

The physical and cognitive 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.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee regularly works outside under normal and extreme weather conditions. The employee regularly stands, walks and shovels for extended periods of time.

Personal protective equipment shall be provided by the City and shall be worn when required.

**SUMMARY**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read and understand my duties described above, and I am aware my position is classified as a Safety Sensitive position and I am subject to Random Drug Screening.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date