



491 Ave H • P.O. Box 378

Poteet, Texas • 78065

Phone: 830.742.3574 • Metro: 830.276.3806 • Fax: 830.742.8747

Duties and Responsibilities Of the Water Laborer

SUMMARY OF POSITION:

Participates in maintaining the City's water/wastewater systems and related equipment; operates various types of maintenance equipment and tools; prepares maintenance records; assists other City departments; and performs other related duties.

EXAMPLES OF WORK TO BE PERFORMED:

- Effectively and courteously communicates with the public and other employees by telephone, in writing and in person.
- Properly maintains Public Works Department facilities and stores equipment and materials in a safe, secure and orderly manner.
- Monitors and maintains adequate inventory, keeps accurate records for proper internal controls and accountability of materials.
- Inspects equipment and performs preventive maintenance and repairs as needed.
- Safely operates hand tools, power tools, small to heavy equipment, and city vehicles.
- Drives city vehicles and equipment of various sizes and weights in the loading, hauling and unloading of equipment, material, gravel, sand, concrete, asphalt and other material.
- Assists with special events.
- Works "on call" to handle urgent or emergency work as needed.
- Devotes his/her productive time, ability, and attention to the business of the City.
- Exhibits regular, reliable and punctual attendance which is an essential function of the job.
- Performs all duties in conformance to appropriate safety and security standards and policies.
- Ensures all behaviors comply with the City of Poteet Personnel Policy Rules and Regulations.
- Treat all employees, citizens and guest with respect and courtesy.
- Cleaning and preparing a job site, loading and delivering materials and using a variety of tools and machines, power drills, grinders, saws, pressure washers and water spraying equipment.
- Set up markers, cones and barricades and flag vehicles to control the traffic flow



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- Laborers must have physical strength, hand-eye coordination and endurance must also be able to concentrate on their tasks and have the ability to understand and communicate information.
- Repairs water leaks involving main water lines, service lines, fire hydrants, water meters, and water valves.
- Installs new water/sewer service lines and taps; assists in maintaining chemical sites used to manage grease control; installs and maintains water meters and the Automated Metering Infrastructure.
- Performs valve exercising, dead-end main flushing, and fire hydrant maintenance; and performs inspections of sewer mains and service connections.
- Works to acquire necessary licenses and certifications.
- Reviews plans and specification of work assignments.
- Conducts flow tests on water meters.
- Reads and interprets meters, gauges, maps and profiles.
- Records data and completes reports.
- Determines methods, operations, sequences, and sets procedures for assigned work.
- Evaluates quality of work in progress and upon completion, directs and assists in grounds maintenance activities, ensuring proper restoration of property and cleanup.
- Performs other duties as required.
- May be required to work evenings and weekends.
- May be reassigned and given additional duties without notice.

REQUIRED EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

- High School Diploma or GED equivalent
- One (1) to three (3) years of work experience in the water and wastewater departments, construction and utility work, streets and parks or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Operating procedures, materials, safety procedures, and equipment involved in the installation, repair, operation and maintenance of department infrastructure and functions.
- Emergency, routine, and preventative maintenance programs.
- Operation and maintenance requirements of power-driven equipment.
- Basic methods and techniques of general construction related to water/wastewater; public works; or the area of work assigned.



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- Understand pertinent federal, state and local laws, codes and regulations.
- Physically perform the essential functions of the job. Perform duties under minimal supervision.
- Perform a variety of skilled construction and maintenance tasks.
- Demonstrate effective communication of ideas both verbally and in written form using the English language.
- Ability to learn new skills and techniques.
- Pay strong attention to detail.
- Effectively interact with other City Departments and coworkers to accomplish work.
- Show independence and autonomy.
- Make quick and sound decisions in stressful situations.
- Effectively meet deadlines.
- Maintain licenses and certifications.
- Ability to accept responsibility and account for his/her actions.
- Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions.
- Valid Texas class "C" driver's license.
- Class D Ground Water License issued by TCEQ within 18 months of hire.

DESIRED EDUCATION, TRAINING AND EXPERIENCE:

- Class C Ground Water License from TCEQ preferred.
- Considerable knowledge of street and storm sewer design, maintenance and repairs.
- Considerable knowledge of park and cemetery maintenance.
- Considerable knowledge of water and wastewater plant operation.
- Considerable knowledge of water distribution & wastewater collection systems.
- Considerable knowledge of equipment and fleet management.

ESSENTIAL PHYSICAL FUNCTIONS:

1. The physical activity of this position

- Stooping. Bending body downward and forward by bending spine at the waist.
- Kneeling. Bending legs at knee to come to a rest on knee or knees.



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- Reaching. Extending hand(s) and arm(s) in any direction.
- Standing. Particularly for sustained periods of time.
- Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
- Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping. Applying pressure to an object with the fingers and palm.
- Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.

2. The physical requirements of this position

- Light work. Exerting up to 50 pounds of force occasionally, and/or up to 100 pounds of force frequently, and/or up to 25 pounds of negligible amount of force constantly to move objects.
- Incumbents may be subjected to moving mechanical parts, electrical currents, fumes, odors, dusts, gases, poor ventilation, body fluids, chemicals, inadequate lighting, work space restrictions and intense noises.
- Work will be performed both indoors and outdoors; in all weather conditions; under hazardous conditions; on congested roadways, obstructed roads, high structures; around operating equipment; in a noisy environment; with chemicals; and with the physical ability and stamina to perform strenuous physical work associated with roadway maintenance work.



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3. The visual acuity requirements including color, depth perception, and field vision.

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.

4. The conditions the worker will be subject to in this position

- The worker is required to function in open areas, small confined spaces and in water.
- The ability to navigate uneven terrain.
- Perform a variety of tasks at various construction sites; often required to work outside during increment weather conditions, and in buildings without heating or air conditioning.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Water Supervisor / Director of Public Works
2. Directs: non-supervisory role
3. Other: Has regular contact with general public, city employees and contractors.

Employee Signature

Date

Supervisor Signature

Date

Non-Discrimination Statement "This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter



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Strawberry Capital of Texas



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to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202)690-7442, or email at program.intake@usda.gov.”

Human Resources/Job Descriptions/Water Laborer Job Description

Revised: September 5, 2017