



**Class Title: Utility Crewman II**

FLSA Status: Non-Exempt – Grade 315

**BRIEF DESCRIPTION:**

The purpose of this position is to maintain the City's utility services. This is accomplished by monitoring the City's water and sewer systems. Other duties may include maintaining the water and sewer systems, responding in emergency situations and interfacing with other City employees and citizens. This position requires occasional on-call duties in the evenings and on weekends. This position does not provide direction to other employees.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

<b>S Sedentary</b>	<b>L Light</b>	<b>M Medium</b>	<b>H Heavy</b>	<b>V Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>#</b>	<b>Code</b>	<b>Essential Functions</b>
1	H	Maintains the water system by installing new water lines, meters and fire hydrants, providing preventative maintenance and making repairs, including digging for line, locating, cleaning up and landscaping and maintaining street safety.
2	H	Maintains the sewer and storm sewer system by cleaning lines, making new taps, installing new manholes and lines, providing ditch work services and making repairs.
3	H	Maintains streets by making repairs to streets and sidewalks and by repairing and installing new driveways.
4	M	Responds to emergency situations with heavy equipment and providing.



**JOB REQUIREMENTS:**

<b>JOB REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including three years of relevant experience required.
Certification and Other Requirements	Must have valid Texas Class C Driver's License, and appropriate TCEQ Water and Wastewater licenses or able to obtain within 6 months.
Reading	Basic - Ability to recognize meaning of common two- or three-syllable words. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Managerial	Receives immediate direction. The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review.
Budget Responsibility	Does not have any budget responsibility.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns or temporary employees.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Work requires regular interaction involving exchange and receipt of information.



**Essential Services Position**

**Utility Crewman II**

(Revised 10/2015)

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R=Rarely Less than 1 hour per week	N = Never Never occurs.
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*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY	DESCRIPTION
Standing	F	When looking for utilities
Sitting	F	When driving
Walking	F	To retrieve equipment, on site
Lifting	F	Dirt with shovels
Carrying	F	Equipment and tools
Pushing/Pulling	O	Pipe together
Reaching	F	For equipment
Handling	F	Sand, gravel and equipment
Fine Dexterity	O	When operating heavy equipment
Kneeling	F	When making repairs on pipes
Crouching	O	To look in manholes and pipes
Crawling	O	To exit an excavated hole
Bending	F	With many job functions
Twisting	F	When shoveling
Climbing	F	On ladders
Balancing	R	On ladders
Vision	C	To make repairs
Hearing	C	For communications
Talking	C	For communications
Foot Controls	F	For driving
Other (Specify)	N	



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(Revised 10/2015)

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Boring machine, k-saw, hand and power tools, tap machines, chain, sharp shooters, pipe wrench

**ENVIRONMENTAL FACTORS:**

D=Daily	W=Several Times Per Week	M=Several Times Per Month	S=Seasonally	N=Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION
Mechanical Hazards	W	Respiratory Hazards	W	Office Environment
Chemical Hazards	W	Extreme Temperatures	S	Warehouse
Electrical Hazards	M	Noise and Vibration	D	Shop
Fire Hazards	D	Wetness/Humidity	D	Vehicle
Explosives	N	Physical Hazards	D	Outdoors X
Communicable Diseases	S			Other (see 2 below)
Physical Danger or Abuse	M			
Other (see 1 below)	D			

(1) Traffic and traffic controls

(2) N/A

**PROTECTIVE EQUIPMENT REQUIRED:**

Safety glasses, gloves, steel toe shoes, ear plugs, air analyzer, air mask, safety vest

**NON-PHYSICAL DEMANDS:**

C=Continuously 2/3 or more of the time	F=Frequently From 1/3 to 2/3 of the time	O=Occasionally Up to 1/3 of the time	R=Rarely Less than 1 hour per week	N=Never Never occurs
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NON-PHYSICAL DEMANDS	
Time Pressure	O
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other	N

(3) N/A

**ESSENTIAL SERVICES REQUIREMENTS:**



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(Revised 10/2015)

Employees in Essential Services Positions will be required to provide services in the course and scope of their employment for the benefit of the general public during emergency situations that threaten the safety of Webster's citizens per the City's Emergency Services Guidelines.

**SIGNATURE:**

I have reviewed this job description and can perform the essential functions of the position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.