



## POSITION DESCRIPTION

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**Job Title:** UTILITY MAINTENANCE – (UNCERTIFIED, I, II,III,IV)

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**Department:** Utilities                      **Division:** Water Field/Sewer Maint. **Pay Grade:** L-5-L-2  
**Latest Review Date:** 10/2020 **Reviewer:** C Wagner                      **Drug Category:** CDL

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### JOB DUTIES

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<https://www.governmentjobs.com/careers/hobbsnm>

### GENERAL DESCRIPTION

Performs labor involved in construction and maintenance of distribution and collection systems.

### ESSENTIAL DUTIES

- Duties include manhole and sewer line cleaning, pavement cutting, ditch digging, and pipe repair, laying, cutting, fitting, tapping, backfilling, and tamping.
- Installs, maintains, and flushes sewer lines and drinking water mains, repairing or replacing gate valves, fittings, and pumps.
- Installs and services fire hydrants.
- Shuts off broken sections of water mains.
- Performs meter repair, meter box repair or replacement.
- Repairs leaks and changes valves to water laterals or replaces the lateral.
- Maintains and operates sewer lift stations.
- Sets forms and pours concrete to replace sidewalks, driveways, etc., after completion of system repairs.
- Inspects and maintains streets, drainage systems and sewer system frequently to insure that all aspects of collection and distribution are functioning properly.
- Responds to complaints regarding water leaks, pressure loss or no water; evaluates situation; explains findings to supervisor.
- Insures proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.
- Maintains and operates high velocity trucks to clear and maintain collection systems.
- Operates dump truck and lowboy float to haul backhoe and debris to and from job sites.



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- Operates a backhoe and/or serves as a spotter to determine the locations of gas, telephone, power, cable, water and sewer lines from the appropriate sources prior to excavation.
- Completes daily work orders relating to inspections and maintenance activity.
- Engages in necessary traffic control, setting up work zone safety.
- Conducts on-call duties as assigned performing emergency repairs after normal duty hours, weekends, and holidays.

Operates a variety of power construction and maintenance equipment such as a high velocity machine, valve truck, dump truck, low boy float, backhoe, bobcat, fork lift, tap machine, tamper, jack hammer, welder and cutting torch, concrete saw, various pumps, chop saws, picks, shovels, sledge hammers, and confined space equipment.

### NON-ESSENTIAL DUTIES

May serve on various employee committees, as required and assigned.

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.

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## QUALIFICATIONS

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This position is subject to the City of Hobbs' Drug and Alcohol Testing Policy which includes one or more of the following: pre-employment testing, post accident testing, random testing, reasonable suspicion testing, return to duty testing and follow-up testing.

### MINIMUM QUALIFICATIONS

#### Education and Experience:

Graduation from high school or GED equivalent required. One year of experience relating to construction, maintenance or repair preferred.

Utility Maintenance Uncertified	Hiring Range \$16.17-\$18.60
Utility Maintenance I & II	Hiring Range \$18.72-\$21.53
Utility Maintenance III	Hiring Range \$20.64-\$23.74
Utility Maintenance IV	Hiring Range \$22.97-\$26.42



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### Skills, Knowledge and Abilities:

Working knowledge of equipment, facilities, materials, methods and procedures used in maintenance, construction and repair activities.

Knowledge of operating light to medium/heavy equipment with skill and safety.

Knowledge of traffic laws, ordinances and regulations pertaining to operations of motorized equipment.

Ability to gain knowledge of gas detection and monitoring.

Ability to gain knowledge of municipal water and sewer services.

Ability to understand and read gauges, GIS maps, and operation or service manuals.

Ability to perform heavy manual tasks for extended periods of time.

Ability to work after hours, weekends, and holidays.

Ability to work independently and to complete daily activities according to work schedule.

Ability to effectively communicate orally and in writing.

Ability to understand, follow and transmit written and oral instructions.

Ability to establish and maintain effective working relationships with Utility personnel, Street personnel and general public.

### LICENSING AND CERTIFICATIONS

Valid state issued drivers license. Class A CDL with Tanker Endorsement or ability to obtain within one (1) year of employment.

### 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.



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While performing the duties of this job, the employee is frequently required to talk and hear, or reach with hands and arms from a standing position. The employee is frequently required to stand, walk, kneel and use hands and fingers to handle feel or operate objects, tools or controls. The employee is occasionally required to lay, climb or balance, stoop, crouch or crawl.

The employee must frequently lift and/or move objects up to 100 pounds or more. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### 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 regularly works near moving mechanical parts and equipment and regularly works outdoors. The employee occasionally works in confined spaces and is frequently exposed to adverse weather conditions, fumes or airborne particles, toxic or caustic chemicals, vibration, risk of electrical shock, and blood borne pathogens.

The noise level in the work environment is generally moderate to loud.

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Employee Name (please print)

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
HR Representative