



## **Water Maintenance Worker**

UT-WS/10

Utilities – Water and Sewer

Starting at \$39,116.71 (\$18.81/hourly)

### **JOB SUMMARY**

This position is responsible for maintaining and repairing water distribution lines. An incumbent in this position may be designated “Water Maintenance Worker II” or “Water Maintenance Worker III.”

### **MAJOR DUTIES**

- Installs, maintains, and repairs water mains and lines; locates and repairs leaks.
- Installs water taps.
- Installs and repairs water meters; reads utility meters to collect usage data.
- Transports supplies and equipment to and from work sites.
- Installs traffic control devices at work sites.
- Operates backhoe, tractor, dump truck and other maintenance equipment.
- Inspects and maintains assigned vehicles and equipment.
- Performs general landscaping duties at work sites.
- Completes work orders.
- Purchases supplies from vendors as needed.
- Responds to customer complaints, questions, and concerns and resolves customer service issues.
- Reads and interprets maps.
- Performs service disconnects.
- Performs related duties.

### **KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of department safety policies and procedures.

- Knowledge of water system maintenance and repair principles.
- Knowledge of area streets and roads.
- Knowledge of vehicle maintenance principles.
- Knowledge of work safety principles and practices.
- Skill in the operation of assigned vehicles and equipment.
- Skill in the use of hand and power tools.
- Skill in problem solving.
- Skill in interpersonal relations.
- Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Water Maintenance Supervisor assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

#### GUIDELINES

Guidelines include OSHA regulations and department policies and procedures. These guidelines are generally clear and specific but may require some interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of related maintenance duties. Inclement weather and field conditions contribute to the complexity of the position.
- The purpose of this position is to participate in the repair and maintenance of the water distribution system. Successful performance contributes to the efficiency and effectiveness of utility services.

#### CONTACTS

- Contacts are typically with coworkers, customers, plumbers, vendors, contractors, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and provide services.

#### PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, walking, bending, crouching or stooping. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.

- The work is typically outdoors, occasionally in cold or inclement weather. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, and irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

#### SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

#### MINIMUM QUALIFICATIONS

- Ability to read, write and perform mathematical calculations at a level commonly associated with the completion of high school or equivalent.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Or any equivalent combination of education and experience which provides required knowledge, skills, and abilities.
- Possession of or ability to readily obtain a valid driver's license for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain an appropriate state-certified license for water distribution as appropriate.



# EMPLOYEE BENEFITS STATEMENT

(ELIGIBLE EMPLOYEES ONLY)

- ★ Employees are eligible for all benefits the first of the month after their start date
- ★ Medical insurance through Blue Choice PPO
- ★ Dental, Vision, Basic & Voluntary Life insurance and Short- & Long-Term Disability policies through Principal
- ★ Accident & Cancer policies through Colonial Life
- ★ PEBA Retirement System – SCRS & PORS
- ★ Deferred Compensation plans through Empower



Flip over for more  
information  
regarding  
benefits!

- ★ 9 observed Federal Holidays (Town offices Closed) & 3 Floating Holidays
- ★ Paid vacation and sick time accruals
- ★ Wellness Rewards Program

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**Medical & Dental Plans:** The Town pays for employee only coverage of the medical and dental plans and pays towards the premium when spouses and dependents are added.

**Basic Life Insurance:** The Town pays for a \$25,000 term life insurance benefit for each full-time employee. (Benefit reduces at ages 70, 75 & 80)

**PEBA Retirement Systems:** The Town participates in the South Carolina Retirement System (SCRS) and the Police Officer Retirement System (PORS). SCRS employees contribute 9% of every paycheck with the Town contributing 18.56%. PORS employees contribute 9.75% of every paycheck with the Town contributing 21.24%.

**Deferred Compensation:** Optional retirement plans include 401k, 401k Roth, 457b and 457b Roth. The Town currently only matches up to \$10 on the 401k plan.

**Federal Holidays:** The Town observes 9 Federal Holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day After Thanksgiving, Christmas Eve, and Christmas Day

**Floating Holidays:** Every employee receives 3 floating holidays during our fiscal year (Oct 1 – Sept 30). Floating Holidays can be used for any day the employee chooses (with supervisor approval).

**Vacation Time:** Vacation time starts accruing at 6.67 hours every month (80 hours annually) and increases after 5 years of service.

**Sick Time:** Sick time accrues at 8 hours every month.

**Wellness Rewards:** Incentive program where employees can earn points for participating in preventative health maintenance (Annual physicals, dental cleanings, lunch & learns, etc.) Additionally, discounted memberships are offered to the Gym at 214 Main and the Upper Palmetto YMCA's.