



**Title:**  
*Utility Worker I*  
**Level:**  
*1*  
**FLSA Status:**  
*Non-exempt*

**Division:**  
*Centralized Maintenance*  
**Department/Location:**  
*Electrical & Mechanical Services*  
**Employment Status:**  
*Regular Full Time*

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### **SUMMARY**

The Utility Worker I is the entry level position in the Electrical and Mechanical Services department of the Centralized Maintenance Division at ACUA. This position will perform general maintenance and upkeep of the buildings, grounds and equipment throughout the Wastewater Facility. This position will also be required to operate various types of equipment.

### **RESPONSIBILITIES**

- Install and/or repair plumbing systems using steel, galvanized, PVC pipe, copper pipe, poly, or similar materials and appropriate fittings.
- Assist in rebuilding of mechanical equipment as directed. This includes, but is not limited to: replacing drive belts and pulleys, removing and replacing bearings and seals on equipment, renewing pump shaft seal packing and adjust packing glands and replacing mechanical seals as directed.
- Lubricate bearings and other moving parts as required. Check, add, and/or replace oils or lubricants in gearboxes, drives, and other equipment as required or as directed.
- Assist with sewer cleaning jet truck, backhoe/loader, dump truck, rolloff container truck, tractor, and other related equipment.
- Assist with cleaning of all process tanks which include, but not limited to: clarifiers, aeration basins, thickeners, and blend tank.
- Install and operate various gasoline and electrical operated portable sewage pumps and dewatering pumps for tank cleaning and excavations.
- Work safely from step ladders, high extension ladders, and scaffolding, both overhead and in below grade areas.
- Work safely at all times by observing all safety rules and regulations while utilizing all available safety equipment.
- Comply with all provisions and requirements of the lockout/tag-out safety program prior to working on any potential energized device.
- Take on new challenges and learn new skills.
- In accordance with 7:1E-212, employee shall be familiar with, and is responsible to perform the duties detailed in ACUA's written SOP's regarding hazardous substances, specifically SOP HAZ2 through SOP HAZ6. Employee is required to have Hazwoper 40 training, an annual 8 hour Hazwoper refresher courses and shall engage in a hazardous substance drill annually to demonstrate abilities related to position.
- Perform other duties as directed by Supervisor.
- This is a safety sensitive position. A safety sensitive position is a job which includes work duties in which an employee's performance of the job impacts the safety of themselves or others. The term includes jobs where performing a task poorly or failure to perform it all could result in a safety incident. A person in a safety sensitive position must have the ability to perform a given set of tasks effectively without exception, on an ongoing basis.
- As needed and/or directed, assist the ACUA with its environmental mission and commitment to excellent customer service, to include but not limited to: serve in an advocacy role, help with site tours, attend events and activities that the Authority participates in or sponsors.
- Remain compliant with all training requirements for this position. The training requirements for this position are located on InsideACUA in the Employee Resources section (Blue Box) under Training Resources.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

- HS diploma or GED

### **ESSENTIAL SKILLS, KNOWLEDGE, AND ABILITIES**

- Valid commercial driver's license (CDL), Class A in good standing. *Candidates that do not meet the CDL requirement may be eligible for consideration but a CDL, Class A, must be obtained within 6 months of position appointment.*
- Must have mechanical aptitude—some experience in the mechanical trade with a proven work record on similar equipment.
- Be a motivated self-starter.
- Ability to work overtime and respond to trouble calls day, night, weekends, and holidays with short notice.
- Must be able and willing to report to work during all weather related conditions and emergencies.



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**PREFERRED QUALIFICATIONS**

- One to two years of mechanical trade school preferred.

**PHYSICAL REQUIREMENTS**

*The physical activities described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Essential functions are those functions that the employee who holds the position or the candidate that desires the position must be able to perform unaided or with the assistance of a reasonable accommodation. When possible, reasonable accommodations may be made for persons who are disabled under the law. Reasonable accommodations are those accommodations which, as defined under applicable State and Federal law, enable disabled individuals to perform the essential functions of their job title and to meet the Employer's expectations for the job title. While performing the functions of this job the employee:*

Constantly operates all equipment and/or machinery associated with this job. Frequently moves and transports supplies, materials, equipment and/or mechanical components up to 49lbs. Frequently moves and positions self for extended periods to work in tight, close, high and low workspaces. Frequently operates hand, power, and other mechanical or maintenance tools and equipment. Frequently ascends/descends ladders. Constantly moves about to inspect the grounds, buildings, property and/or equipment. Some occasional excavation will be required. Must be able to operate test instruments and tools requiring manual dexterity and good visual acuity. Must be able to be exposed to or work under the following conditions: near moving parts and large machinery, fumes or airborne particles, toxic or caustic chemicals, work in areas with excessive vibration, loud noises and risk of electrical shock. Must have close, distance, color, peripheral and depth vision. Constantly works safely at all times by observing all safety rules and regulations while utilizing all available safety equipment. Constantly works in all outdoor weather conditions.

Job Description Acknowledgement

<i>Employee (Print Name):</i>	<i>Employee's Signature:</i>	<i>Date:</i>
<i>Supervisor (Print Name):</i>	<i>Supervisor's Signature:</i>	<i>Date:</i>