

BATESVILLE WATER UTILITIES

Position Description

POSITION TITLE: Laborer / Truck Driver

Exempt (Y/N): No

DEPARTMENT: Construction

DATE PREPARED: July, 2007

SUPERVISOR: Superintendent - Construction

SUMMARY

The incumbent is responsible for repairs and installation of water and sewer mains; to run new water services; clean up from prior jobs; drive truck; haul parts and materials to jobs; may operate bulldozer and back hoe; and other duties when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Read meters, when needed.
2. Repairing water and sewer mains when needed.
3. Pour manholes and rehab them; test new manholes when installed.
4. Lay asphalt, pour concrete and apply top dirt, seed and fertilizer damaged areas.
5. Shoot grade on sewer lines when installed.
6. Assist mechanic with maintenance on equipment.
7. Operate back hoe and bull dozer when needed.
8. Perform other related duties as required or assigned.

RESPONSIBILITY FOR FUNDS, PROPERTY, EQUIPMENT, ETC.:

\$5,000 to \$150,000

SUPERVISION RESPONSIBILITIES

None.

EDUCATION AND EXPERIENCE

High school diploma or GED and 0-6 months of related experience and/or training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Commercial Driver's License.

INTERNAL COMMUNICATIONS

Regular contacts within the department, Crew Leaders, Office Personnel and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with vendors, citizens and outside representatives as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

May need to be proficient in the use of a dump truck, back hoe, bulldozer, shovel, rake, hand held poly-corder for meter reading, low-boy trailer, lawnmower, weed eater, air compressor, asphalt roller, testing equipment, ton truck, rock bars, hand tools and other office equipment.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

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 and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move

more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and 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 functions of this job, the employee is occasionally exposed to wet/and or humid conditions; moving mechanical parts; high, precarious places; confined spaces; excavations; fumes or airborne particles; toxic or caustic chemicals; outdoor weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration.

The noise level in the work environment is usually loud or very loud.