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| *Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. Management reserves the right to add, modify, change or rescind the work assignments or to make reasonable accommodations so that qualified employees can perform the essential functions of the job*. |

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| *SUMMARY* |
| Under the supervision of the Water Maintenance Supervisor this position performs maintenance and repair to the City’s potable water distribution infrastructure to ensure safe drinking water and fire protection for the citizens of Hutchinson. This employee should possess a strong mechanical aptitude, and effective communication, organizational, and public relation skills.  |
| *ESSENTIAL FUNCTIONS* |
| 1. Finds and repairs water main breaks and leaks; ensures that utilities in the work zone are properly located and traffic control hazards are properly mitigated. Operates heavy and other equipment to properly excavate, perform repair work, and restore concrete, asphalt and brick streets and driveway cuts to standards.
* Performs on-going preventative maintenance duties including flushing and inspecting fire hydrants, and locates and properly exercising valve stems. Repairs broken or inoperable valves and fire hydrants as needed.
1. Responds to customer complaints and concerns which may involve low pressure or water quality (cleanliness, taste and odor). Takes reading and water samples to troubleshoot. Cleans and disinfects water mains and services; Tests and replaces water meters and curb stops as needed. Maintains accurate work order records.
* Locates water mains and services for construction projects. Adjusts meter pits and valve boxes as needed; paints fire hydrants and sets hydrant backflow carts, and ensures the utility is accurately located.
* Assists with installing new City water service valves, hydrants and other infrastructure as needed.
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| *MINIMUM QUALIFICATIONS* |
| EDUCATION: |
| * A high school diploma or GED is required.
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| EXPERIENCE: |
| * One to three years of similar or related experience is preferred. Employee is expected to have acquired the necessary information and skills to perform the job reasonably well within six months of employment.
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| CERTIFICATIONS/LICENSE: |
| * This employee must possess or be able to obtain a valid Kansas Class B Commercial Driver's License (C.D.L.) with air brake endorsement within ninety (90) days of appointment. A Class I or higher Water Operator certification, and Cross Connection knowledge are preferred. Requires Competent Person for Excavation and Trenching and Confined Space Certification (within one year of employment).
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| *OTHER CHARACTERISTICS* |
| KNOWLEDGE OF: |
| * Water distribution system maintenance, equipment maintenance, and mathematics.
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| SKILLED IN: |
| * Mechanical aptitude, and effective public relations, oral and written communication.
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| ABILITY TO: |
| * Operate skid steer loader, mini excavator, paving breaker, backhoes, trucks, loaders, hand tools, pumps, and other department equipment.
* Operate computers and departmental software programs.
* Understand and anticipate problems and read and interpret maps, manuals, and written instructions.
* Effectively communicate with general public, co-workers, and supervisory personnel.
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| *ENVIRONMENTAL CONDITIONS & PHYSICAL DEMANDS* |
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| Environmental Conditions: |
| Performance of essential job functions requires routine exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, animals/insects, temperature extremes, all other weather conditions, and toxic agents. Work is performed at street, highway, grounds or utility maintenance work sites where inclement weather and traffic and equipment hazards are routinely encountered. Physical Demands:Manual labor and the ability to operate departmental equipment is required daily in this position. Hand/eye and hand/foot coordination is required for operation of heavy equipment and vehicles. Employee must be able to wear all required Personal Protective Equipment (P.P.E.) necessary to safely carry out all assigned duties. Tasks require the regular and sustained performance of heavy, physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and bending. Work involves routine lifting, carrying, pushing, and/or pulling of heavy objects and materials. Oral and auditory capacity enabling interpersonal communication as well as communication through automated devices is necessary. Vision and hand/eye coordination is necessary to safely and efficiently operate equipment. Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odors, depth, texture, and visual cues or signals. |
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