



JOB DESCRIPTION

JOB TITLE:	Utility Maintenance Worker II	FLSA:	Non-Exempt
DEPARTMENT:	Public Works/Utility Department		
GRADE:	PO4/12B		
REPORTS TO:	Utility Supervisor	DATE:	September 2021
BARGAINING UNIT:	International Union of Operating Engineers (IUOE) Local 150		
STARTING SALARY:	\$26.82 to \$34.88/hour depending on experience		

SUMMARY

This is a semi-skilled position that operates and maintains the City of Elmhurst Utility (water, wastewater, and stormwater) systems. Under general supervision, this position performs general maintenance functions on the utility assets, such as: underground water, sanitary and storm systems, and water meters.

ESSENTIAL FUNCTIONS

*Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factor such as regular attendance on the job is not routinely listed in the job descriptions, but are an essential function. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Performs manual tasks, under supervision, of which some may require skills or special knowledge acquired through training, education, or experience
- Assist with task associated with leak detection, sanitary sewer monitoring, and sampling.
- Ability to operate equipment, such as: , air compressor, jackhammer, concrete saws, valve turning machine, acoustical monitoring devices, and meter installation devices.
- Participates in the construction, maintenance, and repair of water, sanitary and storm sewer lines, inlets, and manholes.
- Participates in repairs/replacement of water services, water main breaks, water valves, hydrants and installation of water taps.
- Assist in operations of televising/flushing equipment.
- Ability to drive medium to heavy-duty trucks in hauling materials and equipment.
- Performs manual work in cleaning and repairing work site.
- Performs snow removal and salting of roadways.
- Completes routine reports on work performed on computerized management maintenance system, via tablet
- Assures the maintenance of safe work areas and equipment, promptly corrects work hazards, as necessary. Reports all work-related injuries immediately, complies with all safety rules, and attends appropriate safety programs.
- Promotes and maintains responsive community relations.
- Assist with fats, oil and grease program.

- Ability to properly operate fire hydrants.
- Ability to operate GPS equipment and software.
- Ability to efficiently utilize computerized tablets.
- Performs related duties and manual labor as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High school diploma or equivalent.
- Minimum of 1 year of experience in construction, maintenance and repair of water, sanitary and storm sewer systems, or equivalent.
- Valid Class "A" CDL driver's license with tanker endorsement within 1 year of hire.
- Ability to perform operation of motorized equipment.
- Ability to perform manual labor as needed.
- Must be available for emergency callouts, holiday work, and overtime.
- Must be available for snow and ice removal operations.
- Prefer past experience in operations of backhoe and end loader equipment, driving of heavy construction and sewer flushing/televising equipment.

PHYSICAL/MENTAL REQUIREMENTS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is regularly required to stand, walk, reach, climb, balance, stoop, kneel, crouch, and crawl.
- The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

WORKING ENVIRONMENT

- While performing the duties of this job, the employee frequently works near moving mechanical parts and is exposed to fumes or airborne particles and toxic or caustic chemicals.
- The noise level in the work environment is occasionally loud.
- The position requires work in all weather conditions.

SAFETY FUNCTIONS

- Becomes familiar with and observes all applicable safety and security policies and procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Obeys and adheres to all safety rules and work practices.

CONDITIONS OF EMPLOYMENT

1. Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
2. Any City employee may be required to stay at or return to work during emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency.
3. Employees may be required to complete Incident Command System training as a condition of continuing employment.
4. City of Elmhurst participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS, with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with the City of Elmhurst must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources or go to the U.S. Citizenship and Immigration Services web page at www.ucis.gov
5. This position is covered under the authority of the Federal Motor Carrier Safety Administration (FMCSA) and/or the Federal Transit Administration (FTA).

All employees covered by this job description are subject to drug and alcohol testing in accordance with the requirements of the FMCSA, as set forth in 49 CFR part 382 as amended; or the FTA, as set forth in 49 CFR part 655 as amended; and the City of Elmhurst, Alcohol & Drug Testing of CDL Employees, which are hereby referenced and made part of this job description, that mandate urine testing and breath alcohol testing for safety-sensitive positions, as well as those positions that require a commercial driver's license (CDL); requires termination of employment when there is a positive test result.

The US Department of Transportation (DOT) also imposes 49 CFR part 40 as amended, which is hereby referenced and made part of this job description, that establishes standards for collection and testing of urine and breath specimens.

Copies of parts 382, 655 and 40 are available on the internet at the Office of Drug and Alcohol Policy and Compliance website www.dot.gov/ot/dapc/index.html

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

Employee

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

Supervisor

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____