

## UTILITY MAINTENANCE MECHANIC

### General Statement of Duties

Performs responsible semi-skilled and skilled work in the installation, replacement, repair and maintenance of water and sewer lines and appurtenances.

### Distinguishing Features of the Class

An employee in this class performs a variety of work as a member of a team or crew engaged in the construction, installation and repair of water and sewer lines. Work involves the operation of construction equipment in the installation, replacement and repair of water and sewer pipes to specific grade and depth, and back filling and compacting the site. Work also includes making taps to water and sewer mains, installing hydrants, meters, and valves, reading meters, and making repairs to the water and sewer system. Employees are subject working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as loud noises, vibration, moving mechanical parts, electrical current, chemicals, fumes, odors, dusts, mists, gases, poor ventilation, and oils. Work is also subject to the final standards of OSHA on blood borne pathogens. Employees are also subject to on-call and call-back work. Work is performed under regular supervision and is evaluated through observation and inspection for adherence to instructions and standard trade and safety practices.

### Duties and Responsibilities

#### Essential Duties and Tasks

- Operates tapping machine to make water and sewer taps and service connections.
- Lays water and sewer pipe; adjusts pipe to proper grade and depth and replaces sewer and water lines and related facilities.
- Reads, installs, services and tests water meters and meter yokes.
- Operates backhoe, front end loader, dump trucks, jackhammers, tampers, pipe threading machines, tapping machines, trenchers, air compressors, and boring machines.
- Installs hydrants, meters, valves, clamps, and related pipeline apparatus; sets meter boxes; repairs and replaces fire hydrants.
- Inspects, maintains and repairs lift stations and pumps.
- Unstops sewer lines with pressure machines, vacuum machines, rodding machines or hand tools.
- Mows around water and sewer pumping, wells, and elevated water tank sites.
- Assists with making video inspection of sewer lines to identify inflow and infiltration problems; assists with or locates lines.
- Prepares records of work activities both in writing by entering information into data bases.

#### Additional Job Duties

- Performs other related tasks as required.

#### Knowledges, Skills, and Abilities

- Working knowledge of the tools, materials and equipment used in the installation, replacement, maintenance and repair of utility lines.
- Working knowledge of a variety of maintenance and manual methods and tasks involved in the installation, maintenance, repair and replacement of utility lines and appurtenances.
- Working knowledge of the use of common hand and power tools.
- Working knowledge of the safe use and operation and preventive maintenance of common automotive and mechanical equipment.

Some knowledge of the organization's water and sewer service policies and procedures.  
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Skill in the operation of dump trucks, loaders and other construction equipment.  
Ability to establish and maintain effective working relationships with supervisors, co-workers and the public.  
Ability to read utility line maps and operation and service manuals and to understand and follow oral and written instructions.  
Ability to prepare written records of work activities and enter information into data bases.

#### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motions.

Must be able to perform very heavy work exerting up to 100 pounds of force occasionally; 50 pounds of force frequently; and 20 pounds constantly.

Must possess the visual acuity to operate mobile equipment such as the backhoe and dump truck in a safe manner to fit pipes and other parts, read gauges, and make written records.

#### Desirable Education and Experience

Graduation from high school and some experience in related construction or utility maintenance work; or an equivalent combination of education and experience. Prefer utility construction or maintenance and heavy equipment operation experience.

#### Special Requirements

Possession of valid North Carolina commercial driver's license.

Ability to obtain Grade I Collection or Grade C Distribution certification within 12 months. Employee should not pass probation until certification is obtained.

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Special Note: This generic class description gives an overview of the job class, its essential job functions, and recommended job requirements. However, for each individual position assigned to this class, there is available a complete job questionnaire with a physical abilities checklist which can give further details about that one specific position. Those documents should be reviewed before initiating a selection process. They can provide additional detailed information on which to base various personnel actions and can assist management in making legal and defensible personnel decisions.



**EDUCATION**      Provide your complete history

(16) Indicate highest school year completed: (i.e. 8, 12, 16) \_\_\_\_\_

(17) Name of High School \_\_\_\_\_ Town \_\_\_\_\_ State \_\_\_\_\_

(18) Have you received a high school diploma or equivalent?     Yes     No

Education Beyond High School	Name and Location	Attended From				Did You Graduate?	Credit Hours	Degree, Diploma, Certificate Earned or # of Yrs.	Major Minor
		Mo.	Yr.	Mo.	Yr.				
College(s) University(ies)						Yes No			
Graduate or Professional Schools						Yes No			
Technical Institutes, Internship, Other						Yes No			

**KNOWLEDGE, SKILLS & ABILITIES**

(23) Please list any knowledge, skills, or abilities you have that you feel are applicable to the position for which you are applying. Include skills with equipment or machines you can operate. Also indicate any software applications with which you have skill.

- (a) \_\_\_\_\_ (e) \_\_\_\_\_
- (b) \_\_\_\_\_ (f) \_\_\_\_\_
- (c) \_\_\_\_\_ (g) \_\_\_\_\_
- (d) \_\_\_\_\_ (h) \_\_\_\_\_

**REGISTRATIONS, LICENSES, CERTIFICATIONS**

(24) List fields of work for which you have been registered, licensed or certified:

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Registration: \_\_\_\_\_ State: \_\_\_\_\_ No: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Other: \_\_\_\_\_

(25) Please list your **VALID DRIVER'S LICENSE NUMBER** and the state in which it was issued. If you do not have a driver's license, please put "NONE" in the blank –

**Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

(26) Is your driver's license a Commercial Driver's License?     Yes     No  
If YES, indicate the class \_\_\_\_\_

# EMPLOYMENT

Record your complete work history in the spaces below. If needed, additional sheets containing the same information and in the same format are acceptable. BEGIN with your current or most recent position. Include military and related volunteer experience. Be sure to account for gaps in your employment history. **ALL SPACES MUST BE COMPLETED OR MARKED N/A (not applicable).** "See attached resume" is NOT acceptable in the duties space.

## A. CURRENT OR MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Employer or company address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING or desiring a change \_\_\_\_\_

\_\_\_\_\_

## B. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Employer or company address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING or desiring a change \_\_\_\_\_

\_\_\_\_\_

## C. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Employer or company address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING or desiring a change \_\_\_\_\_

\_\_\_\_\_

**D. NEXT MOST RECENT EMPLOYMENT (or explain gap in employment)**

JOB TITLE \_\_\_\_\_ Starting Salary \_\_\_\_\_ Last Salary \_\_\_\_\_

Date employed \_\_\_\_\_ Date Separated \_\_\_\_\_

Employer or company \_\_\_\_\_ Telephone # (\_\_\_\_) \_\_\_\_\_

Employer or company address \_\_\_\_\_

Name and Title of most current supervisor \_\_\_\_\_

Full-time for: Yrs \_\_\_\_ Mos \_\_\_\_ Part-time for: Yrs \_\_\_\_ Mos \_\_\_\_ # of employees supervised by you \_\_\_\_

If you worked part-time, the number of hours worked per week \_\_\_\_\_

DUTIES IN ORDER OF IMPORTANCE \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REASON FOR LEAVING or desiring a change \_\_\_\_\_

\_\_\_\_\_

<p>(27) Have you had disciplinary action taken against you in the past 12 months? ? <input type="checkbox"/> Yes <input type="checkbox"/> No          (If YES, explain under EXPLANATIONS. (A YES will not automatically disqualify you.)</p> <p>(28) a.) Have you ever been dismissed or forced to resign from any job held? <input type="checkbox"/> Yes <input type="checkbox"/> No          b.) Were you dismissed or forced to resign for disciplinary reasons? <input type="checkbox"/> Yes <input type="checkbox"/> No          If YES to "a" or "b", explain under EXPLANATIONS. (A YES will not automatically disqualify you.)</p> <p>(29) May we contact your present employer for reference prior to an interview (if granted)? <input type="checkbox"/> Yes <input type="checkbox"/> No          If you are not currently employed, please check here N/A (____). If NO, explain under EXPLANATIONS.</p>
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**EXPLANATIONS**

ITEM #---  
ITEM #---  
ITEM #---  
ITEM #---

**Certification and Release (MUST BE SIGNED AND DATED BELOW)**

- To the best of my knowledge and belief, the information given truly represents my background and experience. I understand that if I have knowingly or negligently misrepresented, falsified or omitted any information during the application process, or have made any changes to the format or wording of this application form, I may be disqualified for employment consideration or dismissed from employment with the Town.
- I authorize my current and former employers to give any information regarding me or my employment, whether or not it is on their records. I hereby release them from any damage whatsoever for issuing same.
- I also authorize educational institutions which I attended to reveal my scholastic ratings, as well as degrees or certificates earned, to the Town; and associations, registration and licensing boards and to others to furnish whatever detail is available concerning my qualifications. Notwithstanding any provision of State or Federal law, I expressly waive any right I have to review information the Town receives from an employer or educational institution under a promise of confidentiality.
- I also permit the Town to conduct a Police, Court, Credit and/or Motor Vehicle Records Investigation of my background where related to the job for which I am applying.
- I understand that if I apply or have applied for certain jobs, I may be tested for drug and alcohol use to determine if I am currently using or abusing these substances. I consent to the testing and understand that the results could preclude my appointment.
- I understand and acknowledge that should I be employed by the Town, then I serve "at will". This means that I may be terminated at any time. I further understand that this "at will" employment relationship may not be changed by any written document unless such change is specifically approved by the Town Manager

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SUPPLEMENT TO WALLACE TOWN  
EMPLOYMENT APPLICATION**

The Town of Wallace is an Equal Opportunity Employer. **Please complete this form in order for us to comply with the reporting requirements of the Equal Employment Opportunity Commission. This form will be separate from your employment application.** Other than the information you provide in Section I, the information on this form will not be used in any way in our selection process or for any personnel action following employment. It will be maintained in personnel files which must be kept confidential under State law. Public disclosure of this information without your consent would be a violation of state general statutes.

**I. POSITION APPLIED FOR:** \_\_\_\_\_

**NAME:** \_\_\_\_\_  
Last First Middle

**DATE OF APPLICATION:** \_\_\_\_\_

**II. SEX:** (Please circle) Male Female

**III. ETHNIC CATEGORY: (Please circle)**

**White** - Origins in any of the original peoples of Europe, North Africa, or the Middle East.  
**Black** - Origins in any of the Black racial groups of Africa. (Not Hispanic)  
**Hispanic** - Mexican, Puerto Rican, Cuban, Central, or South American or other Spanish Culture or origin regardless of race.  
**Asian or Pacific Islander** - Origins in the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands.  
**American Indian or Alaskan Native** - Origins in any of the original peoples of North America.

**HOW DID YOU LEARN OF THIS OPENING: (Indicate below by placing a check beside the source)**

\_\_\_\_ Newspaper (**specify**): \_\_\_\_\_  
\_\_\_\_ Employment Security Commission  
\_\_\_\_ Job Line  
\_\_\_\_ Employment Interest Card  
\_\_\_\_ Came to Municipal Building  
\_\_\_\_ Employment Opportunity List (**where posted**): \_\_\_\_\_  
\_\_\_\_ Internet  
\_\_\_\_ Other (specify): \_\_\_\_\_

**DRUG SCREENING**

All **FINAL** applicants for high risk or safety sensitive positions (HRSS) must pass a drug screening process. Further information will be provided at the appropriate time in the employment process.

**OVERTIME COMPENSATION AGREEMENT**

For employees subject to the overtime provisions of the Fair Labor Standards Act (FLSA), we may allow the employee to choose between time off or pay for overtime worked. However, either is subject to supervisory approval and may be affected by budgetary constraints.

**SELECTIVE SERVICE REGISTRATION**

If **male** and age 18 to 26, have you registered for Selective Service?

(Please circle) Yes No

If not, you will have 30 days to comply if selected for a position as required by Federal law.

**CERTIFICATION (THIS FORM MUST BE SIGNED)**

I certify that I have read and understand the information contained on this form, complied with the instructions provided, and have done so truthfully to the best of my knowledge.

\_\_\_\_\_  
Name Date

*An Equal Opportunity/Affirmative Action Employer*