

WASHINGTON COUNTY  
CLASS DESCRIPTION, 1998

POSITION TITLE: WATERWORKS MECHANIC I

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to perform equipment operation and manual labor in the installation and maintenance of water lines and related structures. Installs new water service lines and maintains and repairs existing lines, extensions, connections, meters, fire hydrants and other related structural parts. Operates a variety of light and heavy equipment such as back hoes, dump trucks, pavement tampers, air compressors, hack hammers, and varied hand and power tools and performs manual labor. Performs related work as directed.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Installs, maintains, and repairs County water lines and systems. Installs, maintains and repairs main lines, extensions, connections, fire hydrants, meters, main meter vaults, water taps, etc.

Operates a variety of equipment in performing assigned tasks. Equipment includes, dump trucks, back hoes, road boring machine, loaders, air compressors, jack hammers, paving rollers, sweepers and hand and power tools. Equipment is used in digging holes, loading materials, clearing debris, installing pipelines, breaking up concrete, making taps, etc.

Replaces and repairs water meters. Reads meters and documents water usage. Cuts off service for delinquent customers as instructed.

Responds to customer complaints regarding water.

Performs maintenance and repair work on the pumping station and its components, such as replacing and/or repairing pumps, control valves, motors, etc. Identifies major repairs that require the work of outside contractors.

Performs general maintenance and groundskeeping on roadway and properties surrounding pump station.

Cleans, maintains and repairs trucks, tools and equipment. Hauls and disposes of debris. Ensures all work activities comply with safety standards and department policies and procedures.

Maintains inventory of parts and supplies. Orders parts, supplies and materials as needed.

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Locates water lines for other utilities.

### MARGINAL FUNCTIONS

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Performs related duties as directed.

### MINIMUM TRAINING AND EXPERIENCE

High school graduation or equivalent; supplemented by 1 – 2 years of experience performing heavy equipment operation and manual labor; or an equivalent combination of education, training, and experience.

### SPECIAL REQUIREMENTS

Requires a valid commercial driver's license and a State C-Distribution license.

### PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to compare, differentiate, and sort data and/or information according to a prescribed schema or plan.

**Human Interaction:** Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, drive and control a variety of hand and power tools and construction equipment.

**Verbal Aptitude:** Requires the ability to reference data and information such as safety procedures, instructions, equipment manuals, policies, etc.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division.

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise some latitude independent judgment to adopt or modify methods and standards to meet situations.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving a variety of generally pre-defined duties.

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### ADA COMPLIANCE

**Physical Ability:** Must be physically able to operate a motor vehicle, and a variety of machinery and equipment including tractors, lawn mowers, weed eaters, chainsaws, shovels, hoes, rakes, pruning equipment, hand tools, etc. Must be able to exert up to 75 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, pull or otherwise move objects. Physical demand requirements are for Medium Work.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors. Some tasks require the ability to perceive and discriminate depths. Some tasks require the ability to perceive and discriminate sounds. Some tasks require visual perception and discrimination. Some tasks require the ability to perceive and discriminate odors.

**Environmental Factors:** Tasks may risk exposure to traffic hazards, machinery, weather extremes, dust, fumes, dirt, and vibrations.

### PERFORMANCE INDICATORS

The work performance of nonsupervisory personnel of Washington County is routinely evaluated according to the performance criteria outlined herein:

**Knowledge of Work:** Has general knowledge of the standard methods, materials, tools and equipment employed in water line construction and maintenance operations. Has general knowledge of the geographical layout of the County. Has general knowledge of safety practices used in the construction and maintenance trades. Is skilled in the use of hand and power tools and equipment used in the construction and maintenance trades. Is able to follow safety procedures applicable to assigned duties. Is able to operate equipment safely. Has some knowledge of Department policies, standards and procedures. Is able to inspect lines, equipment and facilities and identify needed repairs; is able to maintain and perform light repair on equipment and tools. Is able to follow instructions. Is able to perform medium physical work. Is able to establish and maintain effective working relationships as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in performing duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains quality communication and interaction with intra- and interdepartmental personnel, and any external entities with which position interacts.

**Quantity of Work:** Performs described Essential Functions and related assignments efficiently and effectively in a manner to produce a quantity of work which consistently meets established standards and expectations.

**Dependability:** Assumes responsibility for completion of assigned functions. Completes assigned work within established deadlines in accordance with directives, policies, standards, and prescribed procedures. Maintains accountability for assigned responsibilities in the technical, human and conceptual areas.

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**Attendance:** Attends and remains at work regularly and adheres to policies and procedures regarding absenteeism and tardiness. Provides sufficient notice to upper management with respect to vacation time and leave requests.

**Initiative and Enthusiasm:** Exhibits an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be accomplished, and initiates appropriate and acceptable action for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies issues or situations as they occur and specifies decision objectives. Identifies or assists in identification of alternative solutions to issues or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advisement where appropriate, and researches issues, situations, and alternatives prior to exercising judgment.

**Cooperation:** Accepts supervisory and managerial instruction and direction, and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences is justified, i.e., poor communications, variance with established policies and procedures, etc.. Offers suggestions and recommendations to encourage and improve cooperation both intra- and interdepartmentally.

**Relationships with Others:** Shares knowledge with managers, supervisors and co-workers for mutual benefit. Contributes to maintaining high morale among all employees. Develops and maintains cooperative and courteous relationships both intra- and interdepartmentally, and with external entities with whom position interacts. Tactfully and effectively handles requests, suggestions, and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion for work elements, and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

**Safety and Housekeeping:** Adheres to all established safety and housekeeping standards, to include regulatory entities. Ensures such standards are not violated.

Washington County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Washington County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.