

Sunman Utilities
Civil Town of Sunman, Indiana

Job Title:	Utility Worker 1	Reports To:	Superintendent/Town Council
Department/Group:	Town Utilities	Hours per Week:	40 plus/On call
Location:	604 North Meridian Street	Travel Required:	Limited
Level/Salary Range:	16.00 – 19.00	Position Type:	Salary
HR Contact:	Cheryl Taylor	Date posted:	December 1, 2023
Benefits: The town pays 100% of employee and 80% of family coverages.	Medical/Dental/Vision/Life/Short/Long term Disability/Accidental Death/Retirement	Posting Expires:	January 4, 2024
Applications Accepted By: Clerk's Office			
FAX OR E-MAIL: Fax: 812-623-3545 Email: clerk@townofsunman.org Attention: Utility Position		MAIL OR IN PERSON: Town of Sunman 604 North Meridian Street Sunman, IN 47041	
Job Description			
ROLE AND RESPONSIBILITIES			
<ul style="list-style-type: none"> Municipal utility workers are primarily responsible for maintaining town properties and utilities. The utility worker performs a broad range of repair and installation tasks essential to the upkeep of all public utilities within the town. The utility worker is primarily responsible for maintaining town properties and utilities so they are clean, safe, and suitable for use by the general public. 			
QUALIFICATIONS AND EDUCATION REQUIREMENTS			
<ul style="list-style-type: none"> While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. Mechanical aptitude and inclination Ability to work efficiently with minimal supervision A conscientious attitude in serving the public Able to acquire any certification requirements as needed and pass any certification tests 			
Education and Experience:			
<ul style="list-style-type: none"> High school education, or GED Valid Indiana State driver's license, with a safe driving record Experience in the use of a variety of heavy-duty vehicles, power tools, and welding equipment Required to obtain a valid state water certification (WT3), wastewater certification (WW Class 2), and distribution certification (DSS) within three years by written agreement Attend all Alliance of Indiana Rural Water "FREE" classes online 			
Physical Requirements:			
The Utilities Worker must have the overall stamina and ability to perform moderate to strenuous physical activity, including:			
<ul style="list-style-type: none"> Ability to stand or walk for long periods Traverse rough terrain Work in or over water Work at heights or on scaffolding Lift or carry up to 65 pounds. 			
Job requirements include a need to climb, bend, and work in tight or confined areas. The incumbent must be able to hear alarms and can audibly identify the presence of a danger or hazard.			
Reviewed By:	Town Council	Date:	December 1, 2023
Last Updated By:	Cheryl Taylor	Date/Time:	December 1, 2023

Job Title: Town Utility 1
Department: Utility
Reports to: Utility Superintendent/Town Council



Compensation:

- Salary position
- Paid Vacation, Personal Time Off, and Holidays
- Health Dental and Life Insurance – Town pays 100% of employee and 80% of Family Coverage
- Clothing Allowance
- Town contributes 6% of base salary to Retirement monthly

Job Summary:

This position is salary and you may work over 40 hours.

Municipal utility workers are primarily responsible for maintaining town properties and utilities. The utility worker performs a broad range of repair and installation tasks that are essential to the upkeep of all public utilities within the town. The utility worker is primarily responsible for maintaining town properties and utilities so they are clean, safe, and suitable for use by the general public.

Supervisory Responsibilities:

Town Utility Laborers

Duties/Responsibilities:

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor.

- Installs, maintains, and repairs a variety of public utility fixtures, such as sewers, storm drains, and the town water supply system.
- Ensures that town streets, parks, and utilities are kept in satisfactory condition for safe use by the public.
- Conducts meter readings to generate monthly billing statements.
- Performs tasks directed at maintaining town property in an attractive condition, (i.e., mowing the lawn, patching holes, ornamental weed control).
- Performs tasks directed at maintaining town property in a safe condition, (i.e., repair of streets, grading gravel roads, repairing traffic signs).
- Maintains departmental equipment as needed.

- Maintains town hall grounds for suitable attractiveness.
- Performs daily testing and sample collections.
- Changing, recording, reading, and understanding charts.
- Preventative, routine maintenance and cleaning of tanks, pumps, facilities, and all town equipment.
- Snow removal, leaf pick up, maintenance of streets.
- Mowing and grounds upkeep for all Town properties.
- Locating utilities and assisting other utility companies.
- Work closely with the clerk-treasurer's office.
- All other duties assigned by the Utility Superintendent or Town Council.

Required Skills/Abilities:

While requirements may be representative of minimum levels of knowledge, skills, and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Mechanical aptitude and inclination.
- Ability to work efficiently with minimal supervision.
- A conscientious attitude in serving the public.
- Able to acquire any certification requirements as needed and pass any certification tests.

Education and Experience:

- High school education, or GED.
- Valid Indiana State driver's license, with a safe driving record.
- Experience in the use of a variety of heavy-duty vehicles, power tools, and welding equipment.
- Required to obtain a valid state water certification (WT3), wastewater certification (WW Class 2), and distribution certification (DSS) within 3 years from the date of hire by written agreement on your own time.
- Attend all Alliance of Indiana Rural Water "FREE" classes online.
- Complete all homework and tests assigned on time.

Physical Requirements:

The Utilities Worker must have the overall stamina and ability to perform moderate to strenuous physical activity, including:

- Ability to stand or walk for long periods of time
- Traverse rough terrain
- Work in or over water
- Work at heights or on scaffolding
- Lift or carry up to 65 pounds

Job requirements include a need to climb, bend, and work in tight or confined areas. The incumbent must be able to hear alarms and can audibly identify the presence of danger or hazard.

Specific Certification Training Description:

System Operations, Maintenance & Repair

- Develop a working knowledge of the operation, methods, and procedures of a water treatment system (including treatment, disinfection, and filtration...).
- Perform installation and inspection of new water lines and services.
- Demonstrate ability to read and interpret maps and drawings of the water system.
- Assist with the installation, maintenance, and repair of the water treatment plant and system hydrants, meters, valves, and pumps.
- Develop a working knowledge of preventive maintenance, troubleshooting & repair of mechanical equipment.
- Develop a working knowledge of the operations, methods, and procedures of a wastewater treatment & collection system.
- Perform installation and inspection of new sewer lines and services.
- Demonstrate ability to read and interpret maps and drawings of the wastewater system.
- Assist with the installation, maintenance, and repair of the wastewater treatment plant, collection system, pump stations, and lift stations.
- Develop a working knowledge of preventive maintenance, troubleshooting, and repair of mechanical equipment.

Laboratory Operations (Sampling, Testing, Analysis & Process Control)

- Learn to perform all aspects of sampling, monitoring, and testing required to maintain compliance with Federal State, and Local regulations.
- Learn to complete recordkeeping requirements as defined by EPA rules and Indiana regulations.
- Chart lab results for trend analysis and maintains accurate records of test results to identify normal/out-of-range values.
- Perform Quality Control tests on lab equipment and lab analyses.
- Perform process control testing, evaluate results, and recommend appropriate process changes to ensure top performance and continued compliance.
- Maintain open communication and report results to supervisors.
- Learn to complete DMR-QA, MMR, and MMO requirements as defined in the NPDES permit and EPA rules.

Tools and Equipment Operation, Care & Maintenance

- Become familiar with tools, pipes, and other materials used on the job.
- Ensure vehicles and equipment are adequately stocked & serviced.
- Become familiar with working with excavation and other heavy equipment.
- Perform regular, as-needed cleaning on tools, equipment, and machinery.
- Document routine maintenance & report unsafe or inoperable equipment to supervisors.

Safety, Logistics, Reports, and Supervision

- Understand and use personal protective equipment and safety procedures.
- Learn emergency response procedures.
- Demonstrate general plant safety and security operations.
- Plan and set up work areas for the safety of the crew and the public.
- Confined spaces and traffic control zones.
- Perform all work in conformance with OSHA regulations.
- Complete work order forms.
- Order equipment and supplies as needed.
- Visit other facilities to learn about new technology.