



Water Services Laborer/Office Staff

Maintenance - The Water Service Laborer position performs repairs, installations, and adjustments, including operating and directing the operation of various types of heavy equipment, as well as ensures continuous water service for the citizens of Weatherford.

Office- Will perform computer work with programs such as Excel and Word. Employee will be responsible for documentation filing and meeting strict reporting deadlines. Strong organizational skills are a must.

Notice: *This classification is a “safety sensitive” position as defined by the Oklahoma Standards for Workplace Drug and Alcohol Testing Act and Oklahoma Medical Marijuana laws. As a “safety sensitive” classification, you will be subject to drug and alcohol testing, including random testing. Marijuana is one of the substances included in the drug panel screening. Possession of a medical marijuana license will not excuse you from the testing process, or the consequences of testing positive for marijuana.*

SUMMARY OF ESSENTIAL DUTIES:

1. Installs water meters at new service locations
2. Installs new water service for customers by tapping existing mains and installing service lines and meter boxes.
3. Installs fire plugs as needed
4. Removes water meters in need of repair
5. May read water meters, keying in the number of gallons used, for the Utility Billing Department
6. Attends annual certification schools to maintain Class D certification as required by DEQ
7. Communicates and responds, orally and in writing, to Water Superintendent with reference to information concerning department
8. Attends schools required by the DEQ, as well as other seminar and training schools/workshop to keep abreast on new methods for the water system
9. Maintains tools and equipment in safe working order

10. Actively participates in team skills training and development opportunities

11. Performs any and all other duties as assigned

MINIMUM QUALIFICATIONS

Applicant must have the following qualifications:

1. Pass a pre-employment drug test.
2. Ability to follow safety practices, as well as comprehend and apply basic safety principles when working in and around machinery.
3. Ability to locate water lines, booster pumps, and electrical controls in the water field.
4. Possess skill in using various tools and equipment in making repairs and installations of water service.
5. Possess mental alertness and adaptability to office and field area work routines.
6. Exhibit behavior that elevates morale and sets the example for other team members to follow.
7. Possess verbal perception, motor coordination, eye-hand-foot coordination, and manual dexterity.
8. Possess skill in working with handheld computers.
9. Understand and practice the City of Weatherford Personnel Policy Manual.
10. Ability to read and understand documents such as policy manuals, safety rules, operating and maintenance instructions, and procedure manuals.
11. Ability to understand and follow oral and written instruction.
12. Ability to read, understand and communicate fluently in the English language.
13. Ability to perform work operations which permit a frequent opportunity for decision-making of minor importance and which would not only affect the operating efficiency of the individual involved but would also affect the work operations of other employees and or clientele to a slight degree.
14. Ability to interact with the general public, patrons, or other outside representatives, wherein the manner in handling these contacts has a bearing on the organization's position and operation.
15. Ability to work independently with little supervision.
16. Possess thorough knowledge of Water Department and Water Service Worker functions.
17. Establish and maintain effective working relationships with co-workers and the public.
18. Ability to obtain Class D Water License.
19. Must possess a valid driver's license and driving record acceptable to City's insurance carrier.
20. Possess a high school diploma or equivalent.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

Applicant must be able to meet the following working conditions and physical requirements:

Much of the work is performed outdoors in inclement weather and during all seasons.

Some work may be performed in confined areas, on slick and wet surfaces.

Performs manual labor for extended periods under unfavorable weather conditions.

Works often times in cramped space, drafty areas, poor lighting, and other unpleasant conditions.

Work with a group to complete a job.

Must have the strength to pull, lift, push 50 lb. objects on a frequent basis and up to 100 lb. on an infrequent basis;

flexibility to bend, twist, reach; mobility to climb, crawl, walk;

dexterity to operate machinery and tools on uneven surfaces, and stamina to exert self throughout the day in all weather conditions.

Will be subject to 24-hour call.