



CITY OF SENECA
221 East North First Street
Seneca, South Carolina 29678
(864)885-2700 Fax: (864)885-2701
www.Seneca.SC.US

Seneca Light & Water – Position Description

UTILITY WORKER I

GENERAL PURPOSE

Performs maintenance work, and operates equipment in the operation, repair, maintenance, and replacement of City utility facilities and systems. Reports to the Assistant Water Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs manual labor for water line repairs, manhole maintenance, fire hydrant maintenance, water and installation of water pipe with appurtenances.
- Operates tractor with mowing, bushhog, and other similar type attachments.
- Receives written work orders or verbal instructions from Equipment Operator.
- Replaces worn or damaged parts, such as hoses, wiring, and belts, in machines and equipment, such as truck, backhoe/loader, dump truck, trencher and other equipment.
- Hand washes vehicles.
- Assembles tools, equipment, and materials; performs specific work tasks on the city's water system as instructed.
- Provides on-call duty coverage during non-working hours as per duty roster.
- Operates light and medium-sized construction and power equipment.
- Performs all duties in conformance to appropriate safety and security standards.
- Performs required labor involved in construction and maintenance projects as part of a crew, including ditch digging, manhole and line cleaning, main and pipe repair, and backfilling.
- Is required to fill in other positions in the department.

PERIPHERAL DUTIES

- May operate backhoe/loader.
- May perform maintenance as needed on all equipment.

TOOLS AND EQUIPMENT USED

Motorized vehicles and equipment, including dump truck, pickup truck, utility truck, jetter/inductor truck, manlift, saws, pumps, compressors, sanders, generators, common hand and power tools, shovels, wrenches, detection devices, mobile radio, ditch witch.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School Diploma or GED
- General knowledge on water systems
- Ability to read and understand a utility map
- Required to have a valid SC driver's license

Necessary Knowledge, Skills and Abilities:

- Some knowledge of equipment, facilities, materials, methods and procedures used in utility maintenance, construction and repair activities.
- Skill in operation of some of the listed tools and equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to work safely.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, other departments and the public.
- Ability to understand and carry out written and oral instructions.

ESSENTIAL SAFETY FUNCTIONS

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described are representative of activities required and work environment encountered while performing the essential functions of this job. Reasonable accommodations may be made to allow individuals with disabilities to perform the essential functions.

- The employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
- The employee frequently is required to stand and talk or hear.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must constantly lift and/or move up to 20 pounds of force, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee regularly works in outside weather conditions.
- The employee frequently works near moving mechanical parts and in confined spaces and is frequently exposed to wet and/or humid conditions and loud noises and vibration.
- The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.
- The employee is exposed to risks associated with traffic and moving vehicles, snakes, dogs, and poison ivy/oak.
- The noise level in the work environment is usually loud.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.