

**JOB DESCRIPTION**  
**CITY OF JACKSONVILLE, ALABAMA**

**UTILITY MAINTENANCE ASSISTANT**

**Description**

This is skilled and semiskilled work in maintaining gas, water, and sewage systems and leading a small number of assistants on the work.

The employee in this class performs a variety of tasks in the inspection, maintenance and installation of the City utility distribution systems for water, gas, and sewage. Assignments are received in written or oral form and may be accompanied by rough sketches or blueprints. Work may be performed under close or general supervision, and is checked in progress and upon completion to assure compliance with City ordinances and accepted standards of workmanship.

**Examples of Work Performed**

(All duties listed may not be found in each position, nor does the list include all tasks which may be assigned to positions in this class.)

Install and direct the installation of new gas and water mains; repair leaks and breaks; install sewage systems components.

Tap water and gas lines under pressure for the installation of new services.

Pour joints, set meter boxes, mix concrete, shut off service lines.

Cut and thread pipe, locate and operate valves in making repairs on broken water mains, valves, and fire hydrants.

Trace underground service lines with the aid of pipe locators and blueprints.

Record meter readings to be used in computation of bills.

Perform related work as assigned.

**Required Knowledge, Skills, and Abilities**

Working knowledge of the materials, methods, practices and equipment used in construction, maintenance and repair of utility distribution systems.

Knowledge of occupational hazards and safety precautions of the work.

Knowledge of inspection techniques and methods.

Ability to understand and follow instructions including rough sketches and blueprints.

Ability to directly supervise a small number of helpers in utilities repair work.

Skill in the use of tapping machine, pipe locator, sewer rod machine and other standard tools and equipment used in the work.

Ability to walk for relatively long period and to carry small loads for long periods while reading utility meters in varied weather conditions.

Ability to perform clerical work, read meter dials, and record numbers legibly and accurately.

Ability to maintain harmonious relationships with the general public.

Ability to work for prolonged periods in all seasons outdoors.

Ability to safely operate motor vehicles.

Ability to follow oral and written work instructions.

### **Qualifications**

Graduation from a standard senior high school or GED; experience in utilities construction or maintenance work including plumbing.

### **Necessary Special Requirements**

Must possess a valid driver's license, and obtain a valid State of Alabama driver's license within thirty (30) days of employment.

If employee is under 21 years of age, a CDL Class B license is required within six (6) months of their employment date. If employee is 21 years of age or older, a CDL Class A license is required within six (6) months of their employment date. Employees who are hired while under the age of 21 must obtain a CDL Class A license within six (6) months following their 21<sup>st</sup> birthday.

Must meet DOT regulations for Operator Qualification Training (OQT), gas certification within three (3) years of hire.