



UTILITY WORKER I JOB DESCRIPTION

Job Title: Utility Worker I

Job Status: Full-Time

Department: Water Utility Operations

Location: Field

Reports To: Operations Manager/Distribution Manager

Classification: Non-Exempt

Position Summary:

The Utility Worker I is responsible for assisting in the installation, maintenance, and repair of water distribution systems and related facilities. This role involves manual labor, operating tools and equipment, and adhering to safety protocols. Working under direct supervision, the Utility Worker I supports senior utility workers and crew leaders in completing various projects and ensuring the efficient operation of the water distribution system.

Essential Duties & Responsibilities

1. Assist in the installation, maintenance, and repair of water distribution systems, including water mains, service lines, valves, fire hydrants, and meters.
2. Assist in the installation, maintenance, and repair of water distribution systems, including water mains, service lines, valves, fire hydrants, and meters.
3. Perform routine inspections and basic maintenance of water lines to identify and report leaks, breaks, or other defects.
4. Read water meters and assist with meter turn-ons and turn-offs as required.
5. Safely utilize power tools, hand tools, and other specialized equipment for maintenance and repair tasks.
6. Inspect, clean, and perform routine maintenance on equipment to ensure functionality and longevity.
7. Maintain pump stations, office sites, and other properties owned and operated by the District to ensure functionality, cleanliness, and compliance with operational standards.
8. Adhere to all safety regulations and procedures, including the consistent use of personal protective equipment (PPE).
9. Ensure work sites are safe and properly secured, including setting up traffic control measures when required.
10. Assist in restoring disturbed areas, including paving, concrete work, and landscaping, after repairs or installations.
11. Participate in on-call rotations to support emergency repair efforts during and outside of regular business hours, including holidays and weekends. Responsibilities include responding to water line breaks, water main breaks, equipment failures, weather-related incidents, and other urgent issues requiring immediate attention.
12. Complete assigned work orders and maintain accurate records of completed tasks.

13. Participate in on-the-job training to develop technical skills and advance knowledge of water distribution operations.
14. Adhere to safety protocols and guidelines to maintain a safe working environment for self and others.
15. Perform other related duties as assigned to support the overall operations of the water utility.

Education and Work Experience Requirements

Must have high school diploma or equivalent.

Must have at least two (2) years of experience in utility service, or a related field.

Certification and License Requirements

Must have a current Texas driver's license with a satisfactory driving record.

Ability to obtain a Texas Water Distribution or Ground Water License – Class C.

Skills

Must have the following skills and/or abilities:

- Basic knowledge of water utility operations, maintenance procedures, and safety protocols, with the ability to follow directions and assist in technical tasks.
- Effective communication skills (written and verbal) to interact professionally with team members, supervisors, and customers.
- Basic problem-solving skills to assist in identifying and addressing system issues efficiently.
- Ability to learn and follow instructions to perform assigned tasks accurately and efficiently.
- Understanding of safety protocols and the ability to follow guidelines to maintain a safe working environment.
- Ability to work collaboratively with team members and supervisors to complete projects and assignments effectively.
- Attention to detail and organizational skills to accurately document tasks and ensure proper completion of work orders.
- Willingness to learn and participate in training programs to develop technical skills and knowledge of water distribution systems.
- Customer service skills to handle basic inquiries or complaints courteously and professionally.

Physical Requirements

Must be able to perform the following physical activity on a frequent to constant basis:

- Stand, walk, and move about for extended periods (8+ hours per day) to perform essential duties in various work environments.
- Frequently use hands and arms to operate tools, equipment, and machinery, as well as to lift, carry, push, and pull materials.
- Regularly lift, carry, and move objects weighing up to 50 pounds unassisted and occasionally lift or move objects up to 100 pounds with assistance.
- Perform repetitive physical movements such as bending, stooping, squatting, kneeling, and climbing in confined spaces or elevated areas.
- Maintain balance and coordination while working on uneven terrain, ladders, or in challenging outdoor environments.
- Possess the physical stamina to work in extreme environmental conditions, including heat, cold, rain, and wind.
- Have the ability to hear and interpret sounds such as alarms, machinery operation, or verbal instructions in noisy work environments.
- Possess visual acuity sufficient for reading schematics, inspecting equipment, and identifying potential hazards in various lighting conditions.
- Frequently operate heavy machinery and manual tools, requiring precise motor skills and attention to detail.

Working Conditions

The majority of work is performed in field environments with frequent travel to job sites within the utility's service area. Fieldwork may involve exposure to moving mechanical parts and equipment, odors, dust, chemicals, and oils. Work may also include outdoor weather conditions, such as extreme temperatures (heat or cold), poor ventilation or inadequate lighting in confined spaces, intense noise levels from machinery and equipment, exposure to gases or vapors associated with utility operations, and physical workspace restrictions, including confined or elevated spaces.

Other Requirements

Must be able to:

- Meet insurance company requirements for driving on company business.
- Adhere to the highest standards of ethics, integrity, professionalism, and discretion.
- Work independently and as part of a team.
- Work with deadlines and time constraints.
- Make independent decisions based on experience or knowledge with minimal supervision.
- Maintain a smooth working relationship with the customers, the customer's personnel, and local suppliers/vendors.
- Participate in training and development opportunities offered to maintain utility-related software and safety knowledge.
- Comprehend and communicate instructions/directions, which necessitates that no language barriers exist between employees and supervisors.
- Adhere to and perform functions according to company safety, quality, and cost control programs and OSHA safety guidelines.
- Maintain regular, timely, and predictable attendance.

Employee Statement of Understanding

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYEE CONTRACT, IMPLIED, OR OTHERWISE BETWEEN EAST CENTRAL SPECIAL UTILITY DISTRICT (ECSUD) AND THE EMPLOYEE. Additionally, this job description in no way states or implies that these are the only duties to be performed by the employee in this position. Requirements are representative of minimum levels of knowledge, skills, and/or abilities. Nothing in this position description restricts ECSUD's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. ***This institution is an equal opportunity provider and employer.***

I HAVE READ AND RECEIVED A COPY OF THIS JOB DESCRIPTION.

Employee's Signature

Date

Employee's Printed Name