Harriman Utility Board

Non-Certified Utility Worker

Reports to:	Manager of GWS GWS Foreman	Department:	Gas, Water, & Sewer
Date:	May 1, 2025	FLSA Status:	Non-Exempt
Approved:	General Manager	Pay Status:	Hourly

To perform this job successfully, the person in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.

JOB SUMMARY:

Responsible for installing, operating, and maintaining gas, water, and sewer facilities.

ESSENTIAL FUNCTIONS:

- Installs, maintains, and repairs all gas, water, and sewer services appurtenances. Makes water, gas and sewer taps and installs manholes.
- Responds to customer complaints or requests, to include emergency service. Locates source of problems and repairs and/or replaces lines.
- Will receive and complete assigned service orders, GIS field updates, and any other required documentation via HUB issued iPad™, or other mobile device.
- Operates trucks and other equipment as necessary to perform work. Such equipment may include, but not be limited to, backhoes, dump trucks, trenchers, and tractors.
- Cleans sewer pumping stations, mains, services and manholes. Works in pump stations (sewer), booster stations (water), water and sewer plants. May be cross-trained or asked to support other departments as required.
- Performs various tasks and procedures on the gas system including, but not limited to, cathodic protection, odorant tests, sniff tests, patrol reports, valve

operation, rectifier checks, pipe-to-soil readings, leak tests, and regulator station checks.

- Changes out gas and water meters with correct size and type.
- Locates gas, sewer, and water lines.
- Complies with all relevant codes and safety guidelines as required by OSHA and HUB Safety Policies, including those specifying PPE. May be required to don an SCBA during live, blowing gas leaks.
- Will be expected to perform various general maintenance and construction tasks including, but not limited to: use of hand tools, hydraulic tools, and air tools, pouring concrete, yardwork, and painting of HUB buildings.

ADDITIONAL RESPONSIBILITIES:

- Performs daily safety inspections of assigned equipment prior to and after use, and performs routine service and maintenance as needed.
- Is able to complete field reports, materials requisitions, meter change forms, time sheets, interruptions and other forms associated with the job functions.
- Flushes and repairs fire hydrants, meters and lines to ensure function, clear water and keep chlorine at acceptable level.
- Cleans out pumping and booster stations, removes sludge at water plant, and cleans drying beds at Waste Water Treatment Plant.
- Assists in training new employees.
- Must maintain personal CE Hours.
- Attends meetings, seminars, schools, or training, etc., as determined by General Manager, Supervisor, or as required by law.
- Willingness to work overtime in emergency situations. Must be on call for all GWS Departments.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Maintain a professional, positive attitude with commitment to public service, and in adherence to HUB's mission, mission, vision, and core values.
- Knowledge of construction, repair, operation and maintenance of gas, water, and sewer operations.
- Knowledge of HUB System.
- Familiar with occupational hazards involved and necessary safety precautions.
- Ability to establish and maintain effective working relationships with other employees, City officials, and the general public.
- Must be comfortable in the use of iPad™ and other electronic communication devices.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Will be subjected to standing, walking, climbing, stooping, crouching, bending, pulling, and lifting.
- Will be required to lift and carry up to 75 pounds.
- Will be required to have close visual acuity to perform and activity such as: preparing and analyzing data and figures, transcribing, viewing a computer screen, extensive reading, and/or operation of general office equipment.
- Will be required to have visual acuity to perform an activity such as: operate machines, or equipment where seeing the job is at or within arm's reach; performs mechanical or skilled trades of a non-repetitive nature, such as technicians, service people, etc.
- Requires good physical condition and physical stamina to work for extended periods of time. (During emergencies, exposed to extreme weather conditions and with little or no sleep until the emergency conditions have been corrected).
- Will be required to clearly and quickly hear work instructions and safety warnings from coworkers or equipment.

WORKING CONDITIONS:

The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While not encountered every day, the Employee may be subject to any or all of the following during the course of work:

- Will be required to work both indoors and outdoors.
- Will be subjected to environmental conditions. Some protections is provided from weather conditions, but not necessarily from temperature changes.
- Will be subjected to extreme cold. Temperatures typically below 32 degrees (F) for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- Will be subjected to extreme heat. Temperatures above 100 degrees (F) for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
- Will be subjected to noise. There is sufficient noise to cause the Employee to shout in order to be heard above ambient noise level.
- Will be subjected to vibration. Exposure to oscillating movements of the extremities, or whole body.
- Will be subjected to hazards. Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current,

working on scaffolding and high places, exposure to high heat, or exposure to chemicals. Safety equipment is provided.

- Will be subjected to atmospheric conditions. May encounter one or more of the following conditions that affect the respiratory system or the skin: fumes, odors, dust, mists, gases, or poor ventilation. Safety equipment is provided.
- Will be required to work in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia. Safety equipment is provided.

REQUIRED LICENSES AND/OR CERTIFICATIONS:
(May be obtained after employment)

- Grade I Water Distribution or Grade I Sewer Collection
- Tennessee Commercial Driver's License w/Tanker Endorsement (Must obtain permit within six months of employment, and license within twelve months of employment).
- Must be certified in current CPR/First Aid practices
- Confined Space
- Forklift
- Operator Qualifications (OQ)

QUALIFICATIONS:

- A high school or vocational school degree is preferred, but experience will be considered in lieu of such a degree.
- Ability to receive and carry out both oral and written instructions safely and efficiently.
- Verbal communication skills.

Over the course of employment, specific job duties for employees may be changed, added, or deleted. In an effort to keep these job descriptions updated and to remain compliant with the Americans with Disabilities Act (ADA), employees will be given the opportunity to review their descriptions each year or at any time they feel it needs to be updated.