

UTILITY TEAM MEMBER

CODE: 5505  
FLSA: NON-EXEMPT  
GRADE: 11

CITY OF TEGA CAY, SOUTH CAROLINA  
JOB DESCRIPTION

JOB TITLE: UTILITY TEAM MEMBER  
WATER UTILITIES DEPARTMENT

**GENERAL STATEMENT OF JOB**

Under regular supervision, performs work in connection with the maintenance and operation of a sewer system. Work involves operating equipment and performing manual tasks, maintaining equipment and vehicles and performing related work as assigned. Reports to the Utilities Team Leader directly, and indirectly to the Collections and Distribution Manager in the absence of the Team Leader.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

*The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this position title. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.*

Performs system check of the sewer systems. Removes obstructions from sewers with sewer rods.

Repairs sewer lines, waterlines, valves, hydrants, manholes, catch basins and etc. Paints and otherwise maintains structures and equipment

Operates pumps, motors and other machinery and equipment of pumping station. Performs a variety of custodial duties.

Responds to requests for utility locates. Responds to emergency situations.

Refers to policy and procedure manuals; operator manuals, city code book.

Interacts and communicates with the immediate supervisor, co-workers, contractors and the general public.

Attends meetings and training as necessary to enhance job knowledge and skills.

Reads residential and commercial water meters using computerized meter reading equipment on assigned routes and record readings, making necessary calculations. Provides meter readings to Billing Clerk.

Determines consistency of meter readings; report unusual cases to a supervisor.

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Ensures that meters are registering properly; reports to supervisor on meter conditions, defects or suspicious conditions.

Provides water utility customer services including re-reading meters. Install meters and discontinue water services.

Receives and reviews work orders. Performs minor maintenance and repair duties.

Refers to policy and procedure manuals; operator manuals, city code book.

Interacts and communicates with the immediate supervisor, co-workers, contractors and the general public.

Attends meetings and training as necessary to enhance job knowledge and skills.

Operate a variety of tools and equipment including trucks, computer, and hand tools; perform general maintenance duties including refueling; make minor adjustment as necessary.

### 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 and unsafe work practices or unsafe conditions as well as any on-the-job injuries or "illnesses."

### ADDITIONAL JOB FUNCTIONS

Prepare a variety of operational reports related to sewages monitoring. Respond to and resolve customer requests, complaints and inquiries. Performs other related duties as required.

Subject to "ON CALL" rotation.

### MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent supplemented by six months to one year of experience in meter reading and maintenance or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid South Carolina driver's license.

### MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

**Physical Requirements:** Tasks involve the regular and at times sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of items of moderately heavy weight (up to 50 pounds) and occasionally heavier weight (up to 100 pounds).

**Data Conception:** Requires the ability to compare and/or judge the readily observable

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functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**Interpersonal Communications:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving direction and instruction from supervisor.

**Language Ability:** Requires ability to read a variety of policies and procedures, work orders, technical drawings, etc. Requires the ability to prepare simple records and forms with proper format. Requires the ability to speak with and before others with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations. Requires the ability to learn and understand routine principles and techniques; to make routine independent judgments in absence of supervision; to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

**Verbal Aptitude:** Requires the ability to record and deliver information, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with co-workers and the general public.

**Numerical Aptitude:** Requires the ability to add and subtract totals, to multiply and divide and to determine time. Must be able to use practical applications of fractions, percentages, ratio and proportion.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to operate motor vehicles and light equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, control knobs, buttons, switches, catches, tools, etc. Must have significant levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to danger or risk to a moderate degree.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

## PERFORMANCE INDICATORS

**Knowledge of Job:** Has knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Utility Team Member. Has the ability to learn, comprehend and apply regulations, procedures and related information. Has knowledge of and skill in the operation of various trucks and light construction and earth-leveling equipment; is able to operate equipment safely at all times. Is able to maintain and perform minor repairs to equipment and machinery as required. Has knowledge of the methods,

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materials, tools and equipment used in water and sewer maintenance and construction, facility and equipment maintenance and repair work, and grounds maintenance work. Has knowledge of the occupational hazards and safety precautions of the industry; is able to work effectively despite exposure to extreme weather and temperatures, wetness/humidity, machinery hazards, traffic hazards, dust, fumes, toxic agents, dirt, odors, pests, etc. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has the mathematical ability to handle required calculations. Is able to read and interpret materials pertaining to the responsibilities of the job. Is able to prepare routine records with accuracy and in a timely manner. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, professionals and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interface with all City departments and divisions, co-workers and customers, and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and on time with a minimum of tardiness and absences and adheres to City policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgments in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within City.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

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**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by City and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**