



# Job Description

## Utility Worker-Water

Pay Grade: 04

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**Employment Status:** Full-Time

**FLSA Status:** Non-Exempt

**Experience Required:**

**Minimum Education Requirements:** High School Diploma or G.E.D.

**Direct Supervisor:** Water Quality Superintendent or designee.

**Supervisory Responsibility:** No

**Primary Work Location:** Outdoors within the City of Nixa jurisdiction.

**Certification:** Valid State of Missouri Class "B" Commercial driver's license with air brakes, possess a Class "D" Water Operator License or obtain it within one (1) year of hire date.

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**Job Summary:** Performs a variety of general maintenance, operation, and repair tasks for the City's water distribution utility and other functions of the Water Quality Department.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Participates in water and wastewater system facilities construction and maintenance of the Water Quality Department and assist other City workers in general activities or grounds maintenance.
- Operates automotive and motorized equipment, which may include an air compressor, backhoe, dump truck, pickup truck, lawnmower, end loader, fork lift, asphalt roller, short and long brush truck, street sweeper, snowplows, dozer, motor grader, street striping machine, and water truck; utilizes a variety of power and hand tools.
- Effectively perform as a member of a team in carrying out the City's organizational development plan philosophy.
- Perform other tasks and duties assigned.

### Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Occupational hazards and safe working practices.
- Methods, equipment, and materials for water, wastewater, street or storm drainage maintenance, cleaning, repair, and construction.
- Principles of general labor, construction, and landscape using general construction equipment.
- Principles of customer service and meeting quality standards.

#### Skills

- Oral and written communications.
- Establishing and maintaining effective working relationships with other staff, and members of the public.
- Operating a variety of automotive, motorized, and hand-held equipment.



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### Abilities

- Stooping, climbing, and bending.
- Pushing and pulling 100 pounds, and lifting 60 pounds.
- Exposed to extreme weather conditions, dust, and pollen.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

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### Signatures / Date

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

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
  - I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:
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\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date

Effective Date: