

UTILITY SERVICES HELPER

SUMMARY/PURPOSE

Perform general work to assist in various utility services tasks related to the operation of City-owned utilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Perform various utility services tasks.
2. Thread pipe for use in utility operations.
3. Complete city-wide utility survey work.
4. Determine location of meters and collect accurate meter readings and record pertinent field data either manually or by using a vehicle based or hand-held radio transceiver and computer.
5. Report meter misuse or theft of utilities to appropriate personnel.
6. Post Bar and Reg.
7. Loading and unloading of applicable equipment and materials.
8. Perform cleaning and maintenance of shop area.
9. Operate a variety of hand and power tools.
10. Assist others in semi-skilled utility service tasks and the completion of job tasks.
11. Perform other related duties as assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. High School diploma or equivalent.
 - B. Ability to obtain and maintain a valid Minnesota Class "D" driver's license or privilege within one (1) year of the date of appointment.
2. Knowledge Requirements
 - A. Basic knowledge of the principles, methods, tools, equipment and materials used in utility service operations.
 - B. Knowledge of applicable safety precautions and safe work methods.
3. Skill Requirements
 - A. Skill in the use of hand and power tools.
4. Ability Requirements
 - A. Ability to present information orally and in writing.
 - B. Ability to follow oral and written instructions.
 - C. Ability to identify and operate a variety of hand and power tools.
 - D. Ability to work outdoors in all weather conditions.
 - E. Ability to work in dusty, dirty, wet and muddy conditions.
 - F. Ability to obtain and complete Operator Qualifications under the Minnesota Office of Pipeline Safety.
 - G. Ability to establish and maintain effective working relationships with others.
 - H. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
5. Physical Ability Requirements
 - A. Ability to frequently walk, stand, kneel, stoop, crouch, climb, and reach above shoulder

- level.
- B. Ability to occasionally bend, squat, crawl, and balance.
 - C. Ability to climb ladders and work in high places.
 - D. Ability to lift and carry supplies and equipment up to 50 pounds and occasionally carry up to 90 pounds.
 - E. Ability to work evenings, weekends, and holidays.
 - F. Ability to transport oneself to, from, and around sites of projects, tests, and other assignments.
 - G. Ability to attend work on a regular basis.

HR: MC	Union: Basic	EEOC:	CSB: 11/01/2016	Class No:
WC:	Pay: 16	EEOF:	CC:	Resolution: