

TOWN OF MILFORD - JOB DESCRIPTION

Utility Inspector/Utilities

JOB TITLE:	System Operator	Grade Level:	15
CLASSIFICATION:	Non-Exempt	Dept:	WUD
CREATED:	01/15/2022	REV DATES:	3/30/22

Job Description:	Performs skilled tasks involving a variety of maintenance, construction, and repair activities within the Water Utilities Department (i.e., collection system, wastewater facility and the water treatment/distribution operations).
Accountability:	Reports to Utility Foreman, Deputy Director or as directed by Water Utilities Director.
Equipment Used:	Tools and equipment related to the water utilities trade and operate general vehicles.
Environment:	Inside: <u>10</u> % Outside: <u>90</u> %

Duties and Responsibilities:

Note:	Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.
	<ol style="list-style-type: none"> 1. Operate and maintain sewer jet, backhoe, loader, dump trucks, tractor/mower and other moderately complex construction equipment associated with maintenance, repair and construction of sewer and water utilities. 2. Assists contractors and owners with Code interpretation in determining methods of construction required to assure compliance. 3. Reviews subdivision and Community Development applications for compliance with Water Utilities construction standards and discuss with Utilities Foreman/Director. 4. Inspects new and modified water utility installations for compliance. 5. Keeps informed as to new construction and installation codes and laws as well as new technical methods pertinent to water utilities. 6. Review and update water utility system maps. 7. Performs preventive and routine daily maintenance on equipment as required. 8. Assists with Collection/Water System capacity management, operation and maintenance management. Assist with water utility asset management. 9. Familiar with the town's safety policy and executes safe work procedures associated with assigned work. 10. Knowledge of the maintenance requirements, work hazards, safety practices, and traffic laws relating to water utility assets. 11. Trains assistant personnel in the operation and maintenance of collection/Water system and related equipment following established procedures. 12. Must be dependable, responsible and conscientious. 13. Taps and installs new service connections and main line extensions. 14. Preparation and paving areas damaged by repair work. 15. Perform masonry repairs to manholes, gate valve boxes, curb boxes: build inverts and casting adjustments for road paving projects. 16. Maintenance of water utilities easements.

17. Performs other duties as assigned.

Physical Activity Requirements:
Frequently, Occasionally, Seldom, Rarely or Not Required

<u>PRIMARY PHYSICAL REQUIREMENTS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>NR</u>	<u>OTHER PHYSICAL CONSIDERATIONS</u>	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>NR</u>	
LIFT up to 10 lbs.:	X					Twisting	X					
LIFT 11 to 25 lbs.:	X					Bending:	X					
LIFT 26 to 50 lbs.:	X					Crawling:		X				
LIFT over 50 lbs.:	X					Squatting:	X					
CARRY up to 10 lbs.:	X					Kneeling:	X					
CARRY 11 to 25 lbs.:	X					Crouching:	X					
CARRY 26 to 50 lbs.:	X					Climbing:	X					
CARRY over 50 lbs.:	X					Balancing:		X				
REACH above shoulder height:	X					<u>WORK SURFACE(S)</u>						
REACH at shoulder height:	X					All work surface(s) related to construction. Must have good balance. Standard office desk and chair. Computer/copier. Carpet and vinyl flooring Utility vehicles.						
REACH below shoulder height:	X					<u>DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:</u>						
PUSH/PULL:		X				Consecutive Hours		Total Hours				
HAND MANIPULATION	<u>F</u>	<u>O</u>	<u>S</u>	<u>R</u>	<u>NR</u>	1 2 3 4 5 6 7 8		1 2 3 4 5 6 7 8				
Grasping:	X					Sit	<u>1-2</u>		<u>1-2</u>			
Handling:	X					Stand	<u>1-2</u>		<u>2-4</u>			
Torquing:	X					Walk	<u>1-2</u>		<u>1-3</u>			
Fingering:	X											
Controls and Equipment:	X											

- Controls & Equipment**
- Work is performed inside and out of doors in an environment which includes exposure to physical elements and/or to a number of disagreeable working conditions.
 - The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.
 - Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions; audible alarm recognition.
Sight:	Necessary for performing essential functions of position; warning light recognition.
Tasting & Smelling:	Smelling necessary to detect smoke, fumes and leaks. Tasting not required.

Specific Vocational Preparation Requirement(s):

Short demonstration only		Any "beyond short" demonstration up to and including 30 days.		30-90 days
91-180 days		181 days to 1 year		1 to 2 years
2 to 4 years	X	4 to 10 years		Over 10 years

Required: Must be 18 years of age. Completion of high school or its equivalent.

<u>Experience</u>	Experience in the operation and maintenance of heavy construction equipment and pipe installation.
<u>Supervisory experience:</u>	Supervisory experience preferred
<u>Licensure/Certification Requirements:</u>	Grade 2 collection system certification, Water Treatment Grade 2 and Distribution Grade 2 or ability to obtain same within specified time period.
<u>Other Training, and/or related Skills</u>	Must possess a general working knowledge of methods, materials, and procedures used in municipal type maintenance and construction related tasks. Must possess sufficient strength, coordination and alertness to permit safe and efficient performance in the job.

Summary of Occupational Exposures:

<p><u>Summary of Occupational Exposures:</u></p> <p>Exposure includes but is not limited to acids and bases; compost (dust & fungus); cleaning compounds; confined spaces; electrical shock; elevated noise levels; hydrogen sulfide; polymer; potassium permanganate; raw sewage; septage; screenings; sodium hydroxide; biosolids; ultraviolet light; zinc orthophosphate; fuels; fluids; herbicides; pesticides. May be exposed to long periods of sunlight, poisonous plants, and various insects (to include bees). Normal office equipment to include; copy machine; fax machine, etc.</p>

Other Considerations and Requirements:

<p><u>Other Considerations and Requirements:</u></p> <ul style="list-style-type: none"> ✓ Must be able to understand and follow oral and written instructions. ✓ Must be able to follow established safety rules and procedures. ✓ Must be dependable, responsible and conscientious. ✓ Must be able to work with minimal supervision. ✓ Requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy to promote and maintain effective working relationships between taxpayers, the public and all Town departments. ✓ Requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. ✓ May require after hours work and/or the ability to meet emergency situations as they may arise. ✓ Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the job description in representative of the position, not all inclusive.

Signature

Date

This job description was reviewed and approved by Dept Manager and HR on	3/30/22
--	---------