

# HEWITT TEXAS

**Job Title:** Field Assistant - Utilities

**Department:** Utilities

**Location:** Community Services

**Reports to:** Utilities Director

**Date:** 04/26/2019

<b>Grade:</b> 10	<b>Type of Position:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	<b>Classification:</b> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Safety Sensitive:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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**Job Summary:** Under the general supervision of the Utilities Director, assists in construction, maintenance, and repair of City infrastructure and facilities. Performs a variety of maintenance tasks pertaining to water utility maintenance.

**Essential Functions:** Perform manual labor to assist in the construction, operation, maintenance, and repair of the water utilities system to include: water plants, water distribution, sewage collection, and utilities customer service. Perform routine inspections and preventative maintenance on assigned equipment and refer defects and repairs to supervisor. Properly clean equipment.

Hear clearly and interpret hand signals when working around equipment. Read and understand written and verbal instructions. Use good judgement to safely work hand and power tools. Perform all duties in conformance to appropriate safety and security standards. Communicate effectively and courteously with others. Regular and consistent attendance for the assigned work hours is essential. Serve on the standby crew for after-hours emergency work as required. Perform other related duties as assigned.

Work in trenches and confined spaces using proper safety gear. Frequently work in and out of eighteen inch ditches. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Competencies:** Knowledge of safety regulations when operating equipment. Ability to maintain effective working relationship with others and maintain a positive attitude.

**Required Education, Experience, and Qualifications:** High school diploma or GED. One year experience in general construction. Possess a valid Class C Texas Driver's License.

**Preferred Education, Experience, and Qualifications:** Possession of a Class A or B Texas Driver's License.

**Physical Requirements:** Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

<b>Sedentary</b> <input type="checkbox"/>	<b>Light</b> <input type="checkbox"/>	<b>Medium</b> <input type="checkbox"/>	<b>Heavy</b> <input checked="" type="checkbox"/>	<b>Very Heavy</b> <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent climbing, balancing, reaching, sitting, standing, walking, stooping, kneeling, crouching, talking, seeing, hearing, smelling, and manual dexterity. Occasional lifting and carrying of over 100 pounds.

**Machines, Tools, and Equipment:** Common hand and power tools, pumps, generators, backhoes, dump trucks, service trucks, wrenches, jackhammers, radio, etc.

**Expected Hours of Work:** Days and hours of work are Monday through Friday, 7:00 a.m. to 4:00 p.m., with mandatory overtime required. Must be available to work various shifts and be able to work on-call as assigned.

**Work Conditions/Environmental Factors:** Work is typically performed in an outdoor environment, with potential exposure to adverse weather conditions. Work is occasionally performed in close quarters, high and precarious places, and near moving mechanical parts. Potential exposure to risk of electrical shock, vibration, fumes, and airborne particles.

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

Employee Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_