

**UTILITY MAINTENANCE WORKER III  
(WATER POLLUTION CONTROL AND WATER SUPPLY DIVISIONS)**

Grade 8

FLSA Status: Non-Exempt

**NATURE OF WORK**

This position involves highly skilled and lead work performing maintenance and repair activities on all the town's water and sewer systems for the Utilities Department. Work involves responsibility for performing and leading less senior maintenance workers in a variety of maintenance and repair tasks. Work includes operating power tools plus medium and heavy construction equipment. Work requires working out of doors in all types of weather conditions. Worker is subject to inside and outside environmental conditions, extreme cold and heat, noise vibration and working hazardous conditions, (such as confined space, ditches and traffic areas.)

**PRIMARY DUTIES AND RESPONSIBILITIES** (May not include all duties performed)

- Assists in water and sewer system construction, maintenance, and repair work.
- Repairs manholes, broken waterlines, broken sewer lines, and related work.
- Performs semi-skilled preventive and corrective mechanical maintenance repairs on water meters, pressure regulators, fire hydrants, air release valves and water shut-off valves; under regular supervision performs, basic plumbing and electrical tasks; cleans and paints fire hydrants machinery and equipment; operates mowers, bush hog tractors, back hoe, dump trucks, sewer cleaning equipment, and other equipment utilized in water and sewer utility operations maintenance.
- Performs inspections of, and basic corrective and preventative maintenance on building, structures, chemical feed pumps, and remote pumping stations.
- Performs testing on sewer systems for odor and corrosion control.
- Determines and adjusts chlorine addition to those systems for optimum performance.
- Develops programs and maintains Standard Operating Procedures for programs for which the individual has been delegated.
- Performs programming changes for remote pumping station dialers and diagnostic and information systems.
- Assist in coordinating daily operations and scheduled maintenance necessary for the Sludge Drying System.
- Operates and maintains Gravity Belt Thickener, Belt Filter Press, Drying System, and all related equipment.
- Performs on-call 24 hours a day emergency response as necessary.

**SUPERVISION**

Work is performed under the general direction of a Utility Supervisor or Deputy Plant Manager. Additional guidance is provided through work orders, established policies and procedures, written and verbal correspondence, and personnel policies. Incumbent may serve as lead at which time supervision is exercised over subordinate personnel. Work is reviewed through inspections, observation and review of results obtained, reports, and annually through performance appraisals.

**WORK CONTACTS**

Daily contact is made with other departments concerning work to be performed, as well as, with the general public to inform them of work being performed and to address questions. Contacts are made to locate and purchase spare parts, and any maintenance related items.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge:

- Construction tools and equipment. Must understand basic construction techniques.

- The practices, methods, and materials used in the construction, maintenance, and repair of the town’s water and sewer system, buildings and structures and remote pumping stations.
- The occupational hazards and safety precautions of the work.
- Standard practices, methods, tools, materials and technical equipment used in sludge dewatering and drying operations.

**Skills and Abilities:**

- Perform heavy physical tasks.
- Perform a variety of semi-skilled utility maintenance tasks.
- Use and maintain tools and equipment associated with sludge dewatering and drying systems.
- Perform basic mechanical operations.
- Understand and follow written and oral instructions.
- Establish and maintain effective work relationships with co-workers, employees, and supervisors.
- Lead and assign the work of others and instruct others in the safe and efficient use of tools and equipment plus procedures of the work.
- Serve as equipment operator in the performance of required work extended periods of time.
- Operate snow removal equipment in a safe efficient manner.
- Determine supplies needed for maintenance/repair jobs and order necessary supplies.
- Determine the proper rerouting and/or detouring of traffic necessary to insure the safety of assigned personnel.
- Operate trucks, tractors, back hoes, air compressor, power tools, rollers, weed eaters, sweeper, mowers, brush chipper, box truck, centerline paint machine, paint machine, pacing box, dump trucks, spreader, back hoe, jack hammer plate tamper, K-12 saw and brick saw, skid loader, plows, crane truck, or similar equipment required by work.

**PHYSICAL REQUIREMENTS**

- Transfer machinery, equipment, and supplies in excess of 50 pounds.
- Maneuver over and under machinery and in small work areas.
- Perform work assignments at high heights involving exposure to falling limbs, electrical and traffic hazards.
- Ability to work in all types of weather conditions.
- Ability to work in sometimes hazardous conditions involving traffic.

**RECRUITMENT QUALIFICATIONS**

**Required:**

- High school graduate or GED and three years utility system or related experience.
- Virginia commercial driver’s license with appropriate endorsements and a safe driving record.

**Preferred:**

- Forklift certification.
- VDOT flagging certification if appropriate.
- Any special knowledge or experience with utility system practices and/or equipment.

\_\_\_\_\_ Date \_\_\_\_\_  
 Department Director

\_\_\_\_\_ Date \_\_\_\_\_  
 Human Resources Director

The Town of Leesburg reserves the right to revise or change job duties and responsibilities as the need arises. This job description pertains to an “at will” position with the Town of Leesburg and in no way constitutes a written or implied contract of employment.

