

City of Grants
POSITION DESCRIPTION

POSITION TITLE: Pipe Layer Laborer

DEPARTMENT: Utilities

PAY SCALE: Grade-III

REPORTS TO: Pipe Layer Forman/Public Works

SUPERVISES: N/A

BENEFITS: Vacation, sick leave, holiday pay, PERA retirement, 90% Employer paid; health, dental, vision and life insurance.

POSITION SUMMARY: The individual is responsible for repairing and installing water lines, sewer lines, and water meters. Provide service to broken water and sewer lines. Install and repair manholes. Maintains area around pump stations and pipelines. Tap main water line and provide water service to individual meters. Loads and unloads materials, tools, and equipment onto and from trucks by hand. Cuts brush and clears ground around pipe. Maintains surface pipe using pick, steel brush, and spray gun. Assists in carrying and laying of feeder pipes. Cleans precipitates such as catch basin and grit chambers using shovel, rake, and hand pump. Lubricates equipment, such as pumps and valves. Opens and closes gates and valves according to gates readings or warning lights on equipment and other duties as assigned. In addition, may be responsible for performing duties in relation to water maintenance and reading, customer service work orders, and other customer service related functions. Reports to supervisor on areas worked as directed. Individual will be performing other assigned duties by supervisor/department head when needed.

PRINCIPLE RESPONSIBILITIES:

The Pipe Layer Laborer must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Install and or repair water and sewer lines as assigned or directed.
- Configure pipe routes, align pipeline sections.
- Tap main water or sanitary sewer lines as directed or assigned.
- Cleans grounds around pipelines using pick, shovel, wheelbarrow, and ax as scheduled or assigned.
- Cleans surface pipes with scrapers and steel brushes as directed or assigned.
- Loads and unloads tools and equipment onto and from truck as directed.
- Push/pull with approximately 65 pounds of force to use wheelbarrow.
- Pick up trash or debris from grounds as scheduled or assigned.
- Repair and maintain tools and equipment.
- Lubricates equipment such as pumps and vales as scheduled or directed.
- May dig holes or drainage ditches using shovels and/or picks.
- Place safety barrier (s) around worksite as appropriate to protect the worker and the general public.
- Perform all job functions with special attention to good public relations, safety, health, and proper procedures.
- Follow a specific work schedule as directed.
- Keep a sufficient inventory of materials, tools, and equipment on site to perform job requirements without interruption.
- Maintain security of the city property in accordance with City Policy and Procedure.
- Understand City of Grants policy and procedures as related to the job.
- Locate, remove manhole covers, and inspects sewer line to locate stoppage or leaks as scheduled or assigned.
- Exercise valves, work on hydrants and maintain other portions of water and wastewater system.
- In the absence of the Meter Technician, assists Customer Service with utility connections/disconnections, delivering delinquent notices, or other duties as needed by Customer Service Department.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma, GED or equivalent.
- Must have oral and written communication skills in English and writing.
- One (1) year experience in construction, preferred, or the ability to learn the job through on-the-job training.
- Must possess a NM driver's license and have and maintain a good driving record.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business manner.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to establish and maintain an effective working relationship with co-workers and supervisor.
- Ability to perform work that is routine and detailed.
- Ability to move hands easily and skillfully to handle/operate tools and/or machines to perform required tasks.
- Ability to communicate effectively, both orally and in writing.
- Ability to understand City policy and procedure in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to follow verbal instructions that require individual thought to complete the tasks or a series of tasks.
- Ability to perform activities of a routine, concrete, or organized nature.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy and procedures.
- Ability to reason and work with angry or difficult customers.
- Ability to engage in strenuous physical activity in all weather conditions.
- Knowledge of proper sequence of activities required to perform the job.
- Working knowledge of computer data entry.
- Knowledge of simple geography relating to City Streets.
- Skills in operating shovel, sledge hammer, brush cutters, "T" bar, Water Rod, hand tools, calculator, portable or mobile radio.

GENERAL CONDITIONS:

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: The employee is accountable for being informed or and complying with the City's code of conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Personal initiative, mature self-direction and responsibility are expected of the employee.

Travel: Performance of this job is subject to moderate vehicular travel within the city.

of the employee in this position.

Limitations: Employee is responsible for informing the employer of any physical, mental, or other factors which may substantially affect or limit ability to meet the demands of this position.

Work Conditions/Physical Conditions

The Work and Physical demands describe here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the work requires exposure to conditions that may be hazardous or unpleasant. Position requires working in the field out of doors in all weather conditions and involves walking on level and uneven or slippery surfaces, climbing ladders, working in confined spaces, handling noise producing tools and equipment; kneeling, squatting, stooping, turning, bending, lifting, upper body twisting in the performance of daily activities. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Requires both near and far vision while making visual checks of facilities and working on equipment. Requires light and heavy lifting, pushing or dragging of equipment and supplies in excess of 100 pounds. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgement, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Incumbents also work around moving equipment.

The noise level in the work environment is usually loud.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.

Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

CITY MANAGER'S SIGNATURE: *the following signature indicates that the City Manager has approved this position description as of the date of signature.*

City Manager

Date

EMPLOYEE'S SIGNATURE: *the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature:*

Employee

Date