



## City of Grants

### POSITION DESCRIPTION

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**POSITION TITLE:** Pipe Layer – Operator

**DEPARTMENT:** Utilities / Public Works

**REPORTS TO:** Pipe Layer Foreman / Public Works Director      **SUPERVISES:** N/A

**POSITION SUMMARY:** Under general supervisions, operates heavy equipment used in the construction, repair, and maintenance of water or sewer facilities. 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.

This is a full-time non-exempt position and regular work is 40 hours per week but the schedule may be adjusted based on the needs of the department. Extended hours may be required for emergency situations and this position must be able to adapt to flexible work schedules as established by Department and position responds to call outs.

Reports to supervisor on areas worked as directed. Individual will be performing other assigned duties by Supervisor/Department Head when needed.

#### **PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS:**

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

- Operates heavy construction equipment including backhoe, front end loaders, trenching machines, swing booms, dozers and graders.
- Conducts labor such as excavating trenches, lowering pipes, lifting concrete vaults, backfilling, grading and moving material, grading tank sites and tank roads and performing additional related work as required.
- Responsible for the maintenance of safe conditions while the equipment is in operation.
- Works with Pipe Layer crew when not operating equipment.
- Performs minor repairs, adjustments and services on equipment in the field and assists in major repairs in the field.
- Installs, repairs, maintains, and abandons manhole structures and their accessories.
- Visually assesses digging areas to ensure that they have been marked with blue stakes prior to excavation.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Assists the crew with all other duties including repairing, setting, and placing water lines, tampering, jackhammering, replacing meters, hydrants, and water and sewer taps, shoveling dirt, loading, hauling grit and construction materials, lifting and carrying tools, etc.
- Keeps a sufficient inventory of materials, tools, and equipment on site to perform job requirements without interruption.
- Locates and removes manhole covers, and inspects sewer lines to locate stoppage or leaks as scheduled or assigned.
- Taps main water or sanitary sewer lines as directed or assigned.
- Exercises valves, works on hydrants and maintains other portions of water and wastewater system.
- In the absence of the Meter Technician, assists Customer Service with utility connections/disconnections, delivery of delinquent notices, or other duties as needed by Customer Service Department.

**PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS - CONTINUED:**

- Performs or insures that routine cleaning and regular or preventative maintenance is completed to maximize the life of the equipment and materials being used.
- Maintains security of the City property in accordance with City Policy and Procedure.
- Maintains equipment, vehicle and work areas to insure for safety of staff, clients and visitors.
- Attends meetings and trainings as needed to maintain job knowledge and as required by the job.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs all job functions with special attention to good public relations, safety, health, and proper procedures.
- Understands City of Grants policy and procedures as related to the job, and implements procedural changes as required.
- Works with Department Heads and Supervisors to assure facilities are well maintained and safe.
- Operates necessary equipment, following safety policies and procedures and caring for and properly maintaining all pipe/water and building related equipment and supplies.
- Utilizes proper safety precautions related to all work performed.
- Notates possible safety hazards or causes of injury and reacts accordingly.
- Maintains safety regulations including wearing appropriate clothing, and erecting proper barricades and signage around worksite(s) as appropriate to protect the worker and the general public.
- Performs routine inspections of assigned areas to detect any necessary repairs of hazardous conditions.
- Follows a specific work schedule and performs work tasks as directed.
- May occasionally be required to work on-call, evening, or weekend schedules.
- Must respond to emergencies and be willing to work on-call rotation schedule and take responsibilities for after-hours problems required.
- Performs other duties as assigned by supervisor or Public Works Director which are consistent with the position, and in compliance with the City's Policies and Procedures.
- Completes personal timesheet accurately and timely; clocks in and out through time-clock system daily/weekly and ensures time is reported on actual time worked.
- Ensures that any on-the-job injury is reported immediately to Supervisor & Human Resources; ensures compliance with all City of Grants Policies and Procedures. Ensures any reports of harassment are immediately reported so appropriate actions are taken. Reports any suspected fraud and/or abuse to the Director or City Manager.
- Performs other professional, administrative and public duties as appropriate, feasible, and assigned.

The above statements and duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not a complete list of all responsibilities and duties performed by employees in this job and are not to be construed as exclusive or all-inclusive. As a condition of employment, employees are required to perform other duties and special projects as assigned.

**MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:**

- High School diploma, GED or equivalent.
  - Must have oral and written communication skills in the English Language.
  - Three to five (3-5) years' experience in the operations of a backhoe in the installation or repair of gravity sewer lines, force mains, and manholes. Other combination of experience and education which provide the knowledge and skill required to perform the job may be considered.
  - Attendance in 66% (monthly average) of emergency call-outs outside of the regular work week schedule, unless on approved leave.
  - Knowledge of proper sequence of activities required to perform skilled maintenance jobs.
  - Must possess or be able to acquire a New Mexico Driver's License, Class CDL, and have and maintain a good driving record.
  - Must pass a pre-employment drug test and extensive background check.
- A comparable amount of training and experience may be substituted for the minimum qualifications.*

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of Utilities/Pipes facility maintenance, repair, and methods and practices.
- Knowledge of departmental functions, rules, regulations, and procedures.
- Knowledge of general maintenance and repair techniques for common tools and equipment used in general water maintenance work; and their basic safety precautions and procedures.
- Knowledge of materials, methods, terminology, equipment and tools used in water maintenance, pipe repair, and plumbing work.
- Knowledge of practices used in the operation of assigned heavy equipment.
- Knowledge of safety precautions and maintenance of heavy equipment.
- Knowledge of operation and maintenance of assigned light equipment, power and hand tools.
- Knowledge of the materials and equipment used in general maintenance and construction work.
- Knowledge of blue stake requirements.
- Knowledge of the occupational hazards and safety precautions.
- Knowledge of safe handling techniques of hazardous chemicals and materials.
- Knowledge of OSHA regulations.
- Knowledge of State, City, and County traffic regulations.
- Knowledge of the care and use of motor vehicles.
- Knowledge of mechanical principles, equipment safety systems and processes.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases/data entry.
- Knowledge of City's political environment and sensitivities with thorough understanding and ability to function effectively within that environment.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of proper sequence of activities required to perform the job.
- Knowledge of simple geography relating to City Streets.
- Skill in the use and care of tools and mechanical equipment.
- Skill in the operation of a backhoe in traffic areas and in and around underground activities.
- Skills in effectively communicating information and responding to questions from the public and employees.
- Ability to demonstrate awareness of occupational hazards and utilize standard safety practices.
- Ability to efficiently operate a City motor vehicle is required; un-aided physical mobility including continuous long-distance walking and manipulating objects is required.
- Ability to operate a variety of motorized and hand tools and equipment proficiently in a safe and effective manner.
- Ability to operate heavy equipment for extended periods under unfavorable climatic conditions.
- Ability to intermittently sit and stand as a result of continuously getting on and off equipment.
- Ability to perform heavy manual tasks for extended periods of time.
- Ability to engage in strenuous physical activity in all weather conditions and perform heavy lifting, often for extended periods of time.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications in order to prepare and update records, create work orders, and download information.
- Ability to interpret and effectively communicate any pertinent department information to co-workers and supervisors, public and private groups, and the general public.
- Ability to follow written and verbal instructions, plans, and specifications that require individual thought to complete the task or a series of tasks.
- Ability to accurately analyze problems and identify solutions.

**KNOWLEDGE, SKILLS, & ABILITIES - CONTINUED:**

- Ability to demonstrate attention to detail and continuously perform work that is repetitive, routine and detailed, with little or no immediate supervision.
- Ability to perform activities of a routine, concrete, and continuous or organized nature.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to effectively communicate clearly and concisely, both orally and in writing.
- Ability to listen for understanding and share information clearly and persuasively.
- Ability to understand and carry out written and oral instructions.
- Ability to maintain a high level of discipline and morale.
- Ability to plan and direct the work of subordinate employees.
- Ability to follow a firm work schedule as directed by supervisor.
- Ability to understand City of Grants Policy and Procedure, in relation to the job position, safety, and health.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a professional/business manner; which may include upset, irate, or difficult customers.
- Ability to move hands easily and skillfully to handle/operate tools and/or machines to perform required tasks.
- Ability to make decisions based on available data/criteria, laws and regulations, and/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 policies and procedures.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to effectively represent the City in situations which are potentially adversarial or stressful.
- Ability to multi-task and able to move forward on and track multiple priorities; take initiative and work independently, using good judgement about when to check-in to provide updates or seek additional direction; and meet deadlines.
- Ability to work cooperatively with diverse groups, including City employees, other agencies, and members of the public.
- Ability to work occasional weekends, evenings, or holidays; and maintain regular and punctual attendance.
- Ability to keep confidential matters confidential.

**GENERAL CONDITIONS:**

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

Code of Conduct: Employee is accountable for being informed of 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: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position. Employee is expected to exhibit a positive, constructive, and cooperative attitude in the workplace and with the general public.

Travel: Job performance is subject to moderate in-City vehicular travel.

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 the position.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

**PHYSICAL DEMANDS:** The physical demands described here are a 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 essential duties and marginal functions of this job the work requires exposure to conditions that may be hazardous or unpleasant. Physical performance abilities require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; and may frequently include stooping, balancing, bending, kneeling, squatting, crouching, turning, bending, lifting, upper body twisting, crawling, climbing, work on both level and uneven or slippery surfaces, handling noise producing tools and equipment, and working in confined spaces. Use of hands and fingers: to handle or feel, and reach or pull and maneuver and use mechanical and technical equipment. The ability to speak and hear; use close and distant vision, color vision, peripheral vision, depth perceptions, and ability to adjust focus is needed while making visual checks of facilities and working on equipment. Must utilize auditory, and sensory abilities constantly on the jobsite. The use of the senses of smell and hearing are needed in detecting odors and mechanical equipment conditions. Must be able to operate assigned equipment and vehicles. Position will require light and heavy lifting, pushing or dragging of equipment and supplies, in excess of 100 pounds. Must be able to verbally communicate, in addition to reading and writing, to exchange information.

**WORK ENVIRONMENT:** Work is performed in both indoor and outdoor environments; exposure to all weather conditions and under sometimes extreme weather conditions, with exposure to a variety of safety hazards, including mechanical and electrical hazards, hazardous chemicals, fumes, heights, confined spaces, trenches, air and water borne pathogens, and uneven or slippery surfaces. 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. Exposure to dust, dirt, heat, cold, humidity, rain, heights, fumes, odors, vibrations, and loud noise, constant noise; work on level, slippery or uneven surfaces; work with water; work with various tools and equipment, including noise producing tools and equipment.

Safety equipment is provided and must be worn as required according to departmental procedures and good safety practices. Frequent travel from site to site is necessary.

Employee must possess ability to: adapt to inclement weather conditions and/or situations, and maintain ability to drive in various weather conditions; perform duties and adapt to flexible work schedules as established by supervisor which includes irregular schedule, extended working hours, occasional weekends, holidays, and scheduled work hours beyond normal business hours; must be flexible to adapt to work schedules, which includes on-call duties, as established by management. The ability to work in a high sensory area, and under a stressful environment and deal effectively with such stress, is necessary.

The noise level in the work environment may reach high levels, and can be at consistent levels of frequency.

**EXAMPLES OF WORK EQUIPMENT:** Use of both heavy and light equipment will be necessary in this job position. Automobiles and equipment/machinery may be utilized in various weather and environmental conditions. Exposure to electrical and mechanical hazards is possible in this position. Noise and vibration of electrical/mechanical equipment occurs frequently.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.

**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*