

City of Waterloo Job Description

Job Title: Operator Apprentice
Department/Group: Underground Utilities
Reports To: Underground Utilities Foreman
Status: Full-Time
FLSA Status: Non-exempt
Prepared By: Tim Birk
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SUMMARY:

Assists Underground Utilities crews in setting and maintaining residential and large commercial gas meter installations, performing pipe work on residential property, install and maintain gas services, mains and all other City of Waterloo gas distribution equipment. Repair water main breaks, read and install meters, flush fire hydrants, collects water samples, perform chlorine testing.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responding to any gas emergency, determine location of utilities within City of Waterloo using appropriate locating equipment. Performs construction in the installation and repair of water distribution lines. Obtain knowledge of the ground tower operation and elevated chlorine inspection and repairs, assists in bacteriological sampling.

Assists in utilizing appropriate safety equipment and learning safety precaution to avoid injury of employees and citizens.

Willingness to respond to emergencies twenty-four (24) hours a day seven (7) days a week and participate in standby rotation.

Performs other duties and responsibilities as required or assigned within area of expertise or scope of the position.

QUALIFICATIONS

Must be able to use a trenching machine, backhoe, locate machine, and assorted tools on a daily basis. The ability to perform job duties and responsibilities during emergency stressful situations and under extreme weather conditions.

EDUCATION and/or EXPERIENCE

High school diploma or equivalent, additional vocational training.

LANGUAGE, CUSTOMER SERVICE & ORGANIZATION SKILLS

Skills: Effective interpersonal and communication skills for interaction with elected and appointed officials, co-workers, agencies, and other governmental units, and the public. Must be able to get along with many different types of people.

Ability to understand and follow oral and written instructions and prepare written records and reports.

MATHEMATICAL SKILLS

REASONING ABILITY

CERTIFICATES, LICENSES, REGISTRATIONS

- CDL-Class A combination with Airbrakes license (within first six months)
- must acquire a Class C Water license from IEPA
- must pass all mandatory testing required from the ICC/GUA
- First Aid Certification and CPR

This position falls under the mandatory drug testing program.

PHYSICAL DEMANDS

Ability to operate tools, light to heavy equipment in performing duties.

Position requires prolonged standing, walking, sitting, kneeling, reaching, pushing, twisting, bending, turning, and grasping; occasional balancing and stooping or crouching; climbing and crawling in the performance of daily activities. Additionally, the position requires extremely demanding attention as well as near far, depth and color vision, accommodation and field of vision in reading reports, reviewing plans and blueprints, and using the computer.

Must be able to handle over 80 pounds of material occasionally, up to 50 pounds of material continuously, and up to 1 pound of material rarely. Must be able to move materials by hand, hand truck, and crane hoist continuously, and by tow motor rarely.

Must be able to lift objects from the floor to a height of six feet.

WORK ENVIRONMENT

Employee is subjected to both inside and outside conditions, and will respond to emergencies in both day and night conditions. Employee will also be subjected to extreme cold, noise, vibration, and hazards which may include a variety of physical conditions, such as proximity to moving mechanical parts, exposure to high heat or exposure to chemicals. Worker is occasionally required to travel.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assist, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.