

CITY OF WINONA, TEXAS
POSITION TITLE: PUBLIC UTILITIES OPERATOR I
SCOPE OF RESPONSIBILITIES

The City of Winona is looking for a Utility I worker for our Public Works Department. This is an entry-level position in the Maintenance department. This position performs a variety of unskilled or semi-skilled tasks and duties which contribute to the maintenance of the city infrastructure and utilities. Operates a variety of equipment used in the construction, operation, repair, and maintenance of City facilities including streets, ditches, storm sewers, related facilities, and performs other such duties as may be assigned. The desired individual for the position must be hard-working and be able to assist the Public Works Department in day-to-day and after-hours work/on-call duties. This is a full-time position with the requirement to work overtime when needed and/or holidays. Under basic supervision performs activities of the Water Distribution/Wastewater Collection/Treatment (W/WW), Gas Distribution, Streets, Park, Building Maintenance, and repair operations; execute work orders, and follows directions, based on work experience.

SUPERVISION RECEIVED

Administrative direction is provided by the Public Works Supervisor as the direct supervisor.

EXAMPLES OF WORK

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodation will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs the daily operations of the Water Distribution/ Wastewater Collection/Treatment (W/WW) Filed Operations, Gas Distribution, street and park maintenance and any other assigned duties.
- Conducts utility maintenance and repairs utilizing equipment, materials, and tools required to complete work orders; inspects water lines, sewer pipes, and gas lines.
- Collects necessary materials, tools, equipment, and instructions before arriving at the job site.
- Performs work assignment; follow all city and departmental regulations and safety requirements.
- Contributes to work site actions to assure that safety rules and regulations are followed, and that the work zone, traffic control, and all equipment are in safe operating condition.
- Operates light machinery in accordance with all safety guidelines, including OSHA.
- Utilizes proper safety precautions in all work performed; reports problems and emergency situations; recognizes, avoids, and reports unsafe acts, conditions, accidents, and injuries.
- Responds to emergency maintenance requests during normal hours and after hours.
- Supports the relationship between the City of Winona and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.
- The position involves skilled labor to include, but not limited to, repairing water leaks, sewer lines, gas line, streets, reading water and gas meters, mowing, maintenance, and general construction.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

MINIMUM QUALIFICATIONS

Ability to:

- Work after hours, weekends and holidays (scheduled and nonscheduled)
- Lift, push, and/or pull a minimum of 60lbs.

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- Be able to walk a minimum of 1 mile.
- Can stand for long periods of time.
- Respond to after-hour emergencies as needed within 30 minutes of notification.
- Perform rotating shifts as needed.
- Successful completion of a criminal history/background check, with acceptable results
- Be able to pass a drug test.

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Skills in:

- Completing maintenance and repair work orders.
- Following directions of Supervisor.
- Promoting and enforcing safe work practices.
- Establishing and maintaining effective working relationships with co-workers.
- Verbal and written communication.

QUALIFICATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Must have a high school diploma or GED.

Experience:

No minimum requirements for this position.

Special Requirements

Must possess a valid Texas Driver's License.

Must be able to pass drug screening and background check.

Must be at least 18 years old and be eligible to work in the United States and the State of Texas

ADA COMPLIANCE

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

This position works in all types of weather conditions and will be required to report to work in emergency situations. Work is performed at outdoors work sites. City approved safety shoes must be worn.

REASONABLE ACCOMMODATIONS

The City of Winona is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Winona will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.