

Job Description

Decatur Utilities

Job Title:	Crewman - GWWW
Work Group:	GWWW Construction
Reports To:	Field Superintendent
FLSA Status:	Non-Exempt
Residency Required:	Yes
Work Location:	GWWW Construction Service Center – 105 10 th Avenue NE
Last Revision:	September 2012, February 2014, June 2021

SUMMARY

Performs unskilled and semiskilled general labor duties in construction, maintenance, repairs and services of the Gas, Water and Wastewater systems by performing the following duties:

ESSENTIAL DUTIES AND RESPONSIBILITIES

A commitment to safety, providing reliable utility services, protecting public health and providing excellent customer service are the responsibilities of all job positions at Decatur Utilities. We believe that teamwork, open communication, honesty, integrity, fairness, diversity and respect for each other are essential traits to perform all job duties.

- Performs labor work in the installation, repair and maintenance of gas, water and wastewater pipes, valves, fittings, motors and equipment.
- Assists in the annual inspections of gas valves, water valves, fire hydrants, and manholes.
- Assists in routine wastewater main line cleaning and inspections.
- Loads and unloads materials and equipment and keeps vehicles stocked with materials.
- Uses and assists in the mixing of certain chemicals.
- Uses and maintains various hand and power tools.
- Cleans, paints and maintains buildings, equipment and other facilities as directed.
- Performs preventive and corrective maintenance on company vehicles and equipment.
- Operates and uses hand tools, small equipment and machinery.
- Follows proper safety standards, procedures and policies.
- Performs job duties in a crew work setting.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

High School diploma or GED and 2-4 years additional relevant work-related experience.

COMMUNICATION SKILLS

Ability to read, interpret and comprehend documents such as safety rules, operating and maintenance instructions, drawings and procedure manuals. Ability to prepare routine reports and short correspondence. Ability to interact and effectively communicate with supervisors, co-workers and customers.

COMPUTER SKILLS

Ability to use Microsoft Office Suite (Microsoft Outlook, Word & Excel) as required to perform job tasks. This includes using software applications for email and online training and using Internet Explorer to navigate online

Employee Self Serve webpage for personal payroll, benefit and employee information. Field employees may be required to use a laptop or other mobile device to complete service tickets, work orders and look up GIS information.

MATHEMATICAL SKILLS

Ability to perform and/or solve routine mathematical calculations and problems. Ability to perform these concepts using basic high school mathematics such as addition, subtraction, multiplication, division, fractions, ratios, percentages, time, distance and weight measurement.

REASONING/COMPLEXITY

Ability to use some judgment to carry out instructions furnished in written, oral or diagram form to perform routine calculations, solve problems and organize information for reports.

PHYSICAL DEMANDS

Regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk and hear. Required to regularly lift and/or move up to 50 pounds. Specific vision abilities include close vision and distance vision.

WORK ENVIRONMENT

Regularly works around electricity, energized equipment, moving mechanical parts and chemicals, some of which may be hazardous. Frequently exposed to traffic hazards and outside weather conditions, including wet and/or humid conditions, extreme cold and extreme heat. The noise level in the work environment is usually moderate.

CERTIFICATES, LICENSES, TRAINING

Valid Alabama Driver's License with Class A CDL; CPR/First Aid Certification; Customer Service Skills and applicable safety training; 18 months of utility specific training and demonstrated job skills are required to progress to Crewman II level. Must complete DOT gas pipeline operator qualifications for each crewman level.

OTHER REQUIREMENTS

Maintain safe work habits and follow accepted safety standards and policies; available to work scheduled and unscheduled times to accommodate customer demands and emergency situations, including nights, weekends and holidays; may be subject to standby call duty rotation; dependable and meet attendance expectations; maintain good driver's record; willing and able to attend training seminars to enhance job knowledge, including online training programs; wear DU provided uniforms and maintain neat and clean appearance for meeting public; subject to random drug testing and driver's license checks according to DU policies.

Approved By: Jimmy Evans	Date: 9.24.12
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