



Utility Assistant

General Description

This position performs specialized work in the public utilities of wastewater and water. Work involves any combination of utility related physical labor, reading meters, or working as a team member on utility line technical analysis and recording of information both manually and via electronic means. Employee is also responsible for answering callouts for work as needed. Work is performed under the general supervision of the Utility Service Crew Leader. Work performed is completed in the physical elements of temperature extremes as well as dry, humid, and wet conditions.

Essential Job Functions

- Follows instructions to complete defined goals related to utility infrastructure.
- Responds to customer complaints in a courteous and professional manner.
- Accurately records all utility readings as necessary and updates records as needed.
- Records line locations as necessary in an electronic environment and reports any utility information that is different from current records.
- Works as part of a crew that digs holes and trenches and repairs/replaces utility lines as necessary which may include road repair back to acceptable condition.
- Works as part of a dedicated small crew that inspects sewer lines with electronic equipment. records, documents, and transmits all information gathered as part of job function.
- Performs other related job duties as assigned.

Requirements/Preferences

Education

- **Required:** High School Diploma or GED

Experience

- **Required:** Some experience in the performance of manual and technical duties
Preferred: Experience in the field of utility maintenance, data collection, and camera work

Certifications/ Licenses

- **Preferred:** Valid Virginia Driver's license with good driving record. Possession of a valid CDL is highly desired.

Knowledge, Skills and Abilities

Ability to understand and follow instructions; and to understand and follow safety practices including, but not limited to, the use of materials and equipment supplied by the City. Ability to convey information verbally and in writing to others as needed. Ability to work in conjunction with City staff.

Physical Demands

The work is medium work which requires exerting up to 70 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Crawling:** Moving about on hands and knees or hands and feet.
- **Crouching:** Bending the body downward and forward by bending leg and spine.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Hearing:** sufficient to perceive the nature of sounds at normal speaking levels with or without correction; ability to receive detailed information through oral communication, and to make the discrimination in sound.
- **Kneeling:** Bending legs at knee to come to a rest on knee or knees.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Mental Acuity:** sufficient to make rational decisions through sound logic and deductive processes.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Repetitive Motion:** Substantial movements (motions) of the wrist, hands, and/or fingers
- **Standing:** particularly for sustained periods of time.
- **Talking:** sufficient to express or exchange ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Walking:** sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.