

City of Sparta Job Description

Job Title: Trades Helper I
Department: Water/Sewer Department
Reports To: Public Works Superintendent or Public Works Foreman
FLSA Status: Nonexempt
Approved By:
Approved Date: DRAFT May 19, 2008

SUMMARY

Performs semi-skilled tasks related to the construction, maintenance, and repair of water and sewer lines.

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

- 1) Locates water lines; cuts pavement; cuts and repairs broken water lines or sewer lines; assists in pressure testing and chemical testing of water lines.
- 2) Makes water taps or sewer taps; operates tapping machine.
- 3) Lays new water lines or sewer lines.
- 4) Cleans out water lines or sewer lines; operates sewer machine.
- 5) Replaces or repairs water meters, valve boxes, meter boxes, and fire hydrants.
- 6) Repairs potholes and street cuts; assists in repairing sidewalks.
- 7) Occasionally operates backhoe, dump truck, ditch witch, and air compressor; performs related routine maintenance; stocks trucks with needed supplies.
- 8) Completes work logs and maintenance sheets.

OTHER DUTIES

- Performs related work as needed.
- May weld equipment components and drain covers.
- May install backflow preventers.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

REQUIRED ABILITIES AND TECHNICAL KNOWLEDGE

Ability to operate sewer and tapping machines, vehicles, and various hand tools. Basic ability to operate ditch witch, backhoe, and some additional construction equipment.

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 general education degree (GED) and one to three months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Tennessee driver's license
CDL license

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, sit, walk, use hands to finger, handle, or feel, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, vibration, and toxic or caustic chemicals. The employee is occasionally exposed to high, precarious places and risk of electrical shock. The noise level in the work environment is usually loud but can be very loud at times.