



## JOB DESCRIPTION

**COMPANY:** Newport Utilities

**DATE CREATED:** 10/12/2020

**JOB TITLE:** Water Works Construction Crew Ditchman

**GRADE LEVEL** \_\_\_\_\_ **Exempt** \_\_\_\_ **Non-Exempt**  X

**REPORTS TO:** Water Works Construction Crew Foreman

**PURPOSE OF THE JOB** (Why is the job performed?):

The role of this position is provide manual labor for construction of water works pipelines and pump stations.

### **ESSENTIAL JOB DUTIES & RESPONSIBILITIES:**

- Responsible for compliance and enforcement of all applicable safety, security, and environmental rules and regulations and company policies and procedures.
- Be thoroughly familiar and comply with all applicable Tennessee Department of Environment & Conservation rules and regulations related to water distribution.
- Spend majority of time in ditch during construction excavation.
- Help equipment operator watch for existing facilities and obstacles in ground to prevent damage.
- Help lubricate and bell together pipe joints.
- Properly tighten glands.
- Help equipment operator keep trench on grade during excavations.
- Shovel as needed around objects.
- Remove rocks from trench as needed.
- Rake as needed to form proper trench bed / spread gravel.
- Flag traffic as needed.
- Work on standby rotation and maintain on-call status as required for water and wastewater departments.
- Handle customer complaints and work through conflict resolution.
- Subject to working overtime on short notice (i.e. emergency events or personnel absences)
- Excellent attendance.

### **MARGINAL JOB DUTIES & RESPONSIBILITIES:**

- Assist equipment operator, foreman in performance of various duties.
- Flushing, line maintenance as needed.
- Making service connections (taps) for water and wastewater.



- Help with water leaks as needed.
- Help with wastewater blockages as needed.

**EDUCATION, EXPERIENCE, DEGREES, CERTIFICATES, OR LICENSES REQUIRED:**

- Possess Trenching / Excavation Competent Person Certification (or ability to obtain within one year of hire).
- Possess CDL driver's license (or ability to obtain CDL within 12 months of hire).
- Possess a high school diploma or GED certificate.
- Water / Wastewater pipe construction experience preferred.
- Must possess a Grade 2 Water Distribution or Grade 2 Wastewater Collection certification or obtain such within two years from date of hire or as soon as practical.
- Possess sufficient reading ability to interpret printed information on tap sheets, work orders, time sheets, and material lists.
- Sufficient mathematics ability to calculate time sheets, and determine the amounts of materials used (addition, subtraction, multiplication, and division).
- Adequate computer skills to complete time sheets and other electronic reports as required.

**KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:**

- Must become knowledgeable with and comply with all applicable safety, security and TDEC rules and regulations and company policies and procedures
- Must be able to wear all applicable Personal Protective Equipment as required.
- Must be able to obtain certifications as listed above.
- Must be able to adequately operate trackhoe, backhoe, and skid steer.
- Must be able to complete time sheets electronically on a computer or tablet.
- Must be able to enter / exit trenches.
- Must be a team player with ability to work alone or with a group.



## **REVIEW OF PHYSICAL DEMANDS:**

- Occasionally lift and carry weight of up to 100 pounds between floor and waist height (equipment, materials, etc.)
- Occasionally stand and walk as needed to move throughout the facilities.
- Ability to frequently climb stairways to access work area(s).
- Requires ambulatory skills sufficient to frequently visit other facilities and job sites.
- Occasionally work from a seated position to perform certain work duties listed above for extended periods of time.
- Occasionally climb and balance on stepladder to reach items out of normal reach.
- Develop a tolerance necessary to occasionally function in a variety of outdoor weather conditions.
- Occasionally stoop/kneel to retrieve wires, cords, etc.
- Occasionally reach with arms extended out for sustained periods of time in order to access computers and other equipment.
- Requires good hand-eye coordination, arm, hand, and finger dexterity including ability to grasp, and visual acuity to use a keyboard and operate office equipment.
- Perform highly repetitive fingering motions in order to operate office equipment.
- Possess sufficient auditory and verbal skills in order to communicate with administrators, staff, customers and vendors.
- Possess sufficient visual acuity necessary to read printed materials and technical information.



Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

During times of natural disasters, pandemics, or other unique situations, NU is generally designated as an essential business. All employees are expected to continue performing job duties and responsibilities consistent with essential business requirements as directed by management on a case-by-case basis.

The nature of the utility business requires all employees to be prepared to report to work at a job site or an NU facility at any time in the event of an emergency consistent with applicable local, state, or federal law.

**SIGNATURES:**

**Employee** \_\_\_\_\_ **Supervisor** \_\_\_\_\_

**Department V.P.** \_\_\_\_\_ **Human Resources** \_\_\_\_\_

***NEWPORT UTILITIES IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER***