

JOB DESCRIPTION FORM

COMPANY: Newport Utilities

DEPARTMENT: Water Works

JOB TITLE: Water Works Pipe Construction Crew Laborer / Ditchman

REPORTS TO: Water Works Pipe Construction Crew Foreman

DATE PREPARED: 01/2018

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

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

ESSENTIAL JOB DUTIES:

1. Become thoroughly familiar with and comply with all applicable safety, security, and environmental rules and TDEC regulations, and company policies and procedures.
2. Spend majority of time in ditch during construction excavation.
3. Help equipment operator watch for existing facilities and obstacles in ground to prevent damage.
4. Help lubricate and bell together pipe joints.
5. Properly tighten glands.
6. Help equipment operator keep trench on grade during excavations.
7. Shovel as needed around objects.
8. Remove rocks from trench as needed.
9. Rake as needed to form proper trench bed / spread gravel.
10. Flag traffic as needed.
11. Help with water leaks as needed.
12. Work on standby rotation and maintain on-call status as required.
13. Could be subject to working overtime on short notice.

MARGINAL JOB DUTIES:

1. Assist equipment operator, foreman in performance of various duties.
2. Flushing, line maintenance as needed.
3. Making service connections (taps) for water and wastewater.
4. Help with water leaks as needed.
5. Help with wastewater blockages as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Must be knowledgeable with and comply with all applicable safety, security, and TDEC rules and regulations, OSHA rules, and company policies and procedures.
2. Must be able to complete time sheets electronically on a computer or tablet.
3. Must be able to routinely enter / exit trenches.
4. Must be a team player with ability to work alone or with a group.

REVIEW OF PHYSICAL DEMANDS:

1. Occasionally lift and carry weights in excess of 100 pounds (manhole rings and covers, pipe fittings, valves.)
2. Frequently lift weights of up to 15 to 20 pounds (weight of 4" pipe joints).
3. Frequently lift weights of up to 6 pounds (approximate weight of one shovel of dirt).
4. Constantly work from a standing position to perform majority of repair work.
5. Frequently perform climbing activities on a ladder to access manholes, ditches and pump stations.
6. Frequently stoop/kneel/crouch when performing jobs in manholes and ditches.
7. Frequently perform twisting motions to either the left or right when shoveling dirt or when pushing or pulling hand tape.
8. Frequently reach with arms extended out front when using tools and equipment.
9. Frequently seize, hold, grasp, or turn tools using hands to manipulate tools and equipment.
10. Possess adequate verbal and auditory skills to communicate with supervisors and crew members.
11. Distinguish with a degree of accuracy the presence or absence of liquids, such as gasoline, or sewer gases in the lines through the sense of smell.
12. Possess sufficient visual acuity to access and perform jobs and to operate vehicles.
13. Possess adequate color vision to read insulation colors on wires.

ENVIRONMENTAL CONDITIONS:

1. Develop a tolerance for exposure to extremes in weather conditions and practice caution when working in such situations (i.e., snow, rain, and extremes in temperature).
2. Develop awareness for potential hazards when climbing ladders.
3. Develop a tolerance for exposure to excessive humidity in manholes and pump stations.
4. Develop a tolerance for and make use of hearing protection when working in and around extremely noisy situations (i.e., pump stations, jack hammers and backhoe).
5. Follow OSHA procedures by turning on exhaust fans before entering manholes and pump stations in an effort to minimize exposure to dust and sewer gases.
6. Follow OSHA procedures for Confined Space Entry before entering manholes and ditches.
7. Develop awareness for potential hazards and safely operate machinery due to potential for injury from moving equipment, jack hammers, portable pumps and power tools.

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

1. Possess Trenching / Excavation Competent Person Certification (or ability to obtain within one year of hire).
2. Possess CDL driver's license (or ability to obtain CDL within 12 months of hire).
3. Possess a high school diploma or GED certificate.

4. Water / Wastewater pipe construction experience preferred.
5. Possess sufficient reading ability to interpret printed information on tap sheets, work orders, time sheets, and material lists.
6. Possess adequate computer skills to complete time sheets and other electronic reports as required.