

**CITY OF THOMSON, GEORGIA  
CLASS SPECIFICATION**

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**CLASS TITLE:** SENIOR UTILITY SERVICE WORKER  
**DEPARTMENT:** WATER AND SEWER DISTRIBUTION  
**REPORTS TO:** DIRECTOR

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**DEPT. CODE:**  
**DATE LAST REVISED:** 02/2021

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**JOB SUMMARY:**

This position is responsible for maintaining water and sewer lines, reading and recording water usage meters, and performing other duties related to the daily operation of the city's water department.

**ESSENTIAL JOB FUNCTIONS:** (All responsibilities may not be performed by all incumbents.)

- Performs corrective maintenance on water lines, water pump equipment, fluoride pumps, and other water department equipment.
- Installs water and sewer lines, water meters, water and sewer connections, and performs other duties related to the installation of water and sewer distribution at a customer's residence or business.
- Conducts meter readings as directed and records water usage.
- Locates and marks water cut-off valves for main line repairs; cuts off delinquent account meters, turns on meters; installs and uninstalls meters.
- Installs and repairs fire hydrants.
- Responds to customer questions and complaints.
- Operates bush hog, back hoe, and other heavy equipment necessary to perform work.
- Performs other related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION:**

- Knowledge of all aspects of water and sewer line repair.
- Knowledge of the methods and procedures necessary to disassemble, repair parts of, and reassemble water and sewer lines, pumps and equipment.
- Knowledge of preventive and corrective maintenance procedures.
- Knowledge and skill in the use of heavy equipment; i.e. backhoe.
- Skill in using tools necessary for water and sewer line repair and installation.
- Ability to follow oral and written instructions.

**SUPERVISORY CONTROLS:** The Water & Sewer Distribution Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**SCOPE AND EFFECT:** The purpose of this assignment is to maintain and repair water and sewer distribution lines and equipment. The effect of this work is to maintain safe and effective water and sewer distribution equipment. Errors may result in harm to self/others or delays in the provision of water to water customers or environmental or health hazards. The work of this position consists of related duties in equipment maintenance and repair. This work is made difficult by the variety of systems worked on and the need to keep abreast of current methods of repair and diagnostic techniques.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:** Physical demands typically include standing, walking, bending, crouching, stooping, frequently lifting light objects, occasionally lifting heavy objects, using tools/equipment requiring a high degree of dexterity and the need to distinguish between shades of color when working with electrical wire and paint.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position may have functional supervision over assigned personnel.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or equivalent.
- State of Georgia Water Distribution Operator & Wastewater Collection System Operator license.
- Several years of experience in the water & sewer distribution area.
- Valid Georgia Class C Driver's License required, prefer a Georgia Class A Driver's License.
- Possession of or ability to readily obtain a Level 1A Blue Card.

File: Senior Utility Service Worker

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.