



## CITY OF BARTLESVILLE WASTEWATER UTILITY MAINTENANCE WORKER

### JOB SUMMARY

Under general supervision, performs a variety of duties associated with water utilities work in either water line construction and maintenance or sewer line repair, cleaning and maintenance. Installs water lines, disinfects new lines, and repairs leaks; tests and repairs water meters and taps. Installs fire hydrants and valves; flushes water hydrants and performs repairs and maintenance. Tests chlorinate lines. Assists in pouring and finishing concrete. Hauls concrete, asphalt, dirt, and gravel to and from job site. Completes service orders for service turn on and off. Spreads dirt, lays sod, and rakes yards. Cleans sewer lines with the use of high pressure equipment. Cuts brush and mows right of ways. Cleans and disinfects areas of over flow with hydrogen peroxide. Performs pipe grout work; mixes grout to proper set time; operates and maintains highly-specialized equipment. Repairs and replaces pipe to grade. Repairs and replaces manholes, cement grout repair. Repairs and restores concrete and asphalt; repairs/replaces yards, fences, trees and landscapes to prior condition or better. May direct the work of others on a periodic basis. Completes required forms, logs, documents and reports. Performs general maintenance on equipment used. Performs other related duties as assigned.

### DESIRABLE QUALIFICATIONS

**Education and Experience:** High School diploma or GED; and, One to two years of progressively responsible related experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** Must obtain a valid Class A Commercial Driver's License within 1 year of employment. Must obtain a Water or Wastewater Operator Certification within 1 year of employment. **Knowledge of:** Methods, equipment and materials utilized in water utilities work and maintenance of distribution or sewer lines. Operation and maintenance of all assigned tools and equipment. Recordkeeping, report preparation, filing methods and records management techniques. Applicable state, federal and local ordinances, laws, rules and regulations. **Skill in:** Using tact, discretion, initiative and independent judgment within established guidelines. Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction. Communicating clearly and effectively, both orally and in writing. Directing the work of others on a periodic basis. **Mental and Physical Abilities:** Ability to read and interpret plats, construction plans, and maps. Ability to follow established safety procedures. Ability to establish and maintain effective working relationships with a variety of individuals. Ability to read and interpret documents such as safety rules, operation and maintenance instructions, procedure manuals, and so forth. Ability to deal with problems involving several concrete variables in standardized situations. While performing the essential functions of this job the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, speak and hear, and lift and/or move up to 25 pounds. While performing the essential functions of this job the employee is frequently required to lift and/or move up to 50 pounds. While performing the essential functions of this job the employee is occasionally required to lift and/or move more than 100 pounds. **Working Conditions:** While performing the essential functions of this position the employee is frequently exposed to work near moving mechanical parts, wet or humid conditions, work in high precarious places, fumes or airborne particles, toxic or caustic chemicals, and outdoor weather conditions. The incumbent's working conditions are typically very loud. Working time may require irregular hours, shift times, and/or on-call status.

. **HOW TO APPLY:** Submit applications online at the City of Bartlesville's website under the 'Jobs' tab.  
Link listed below:

<https://www.cityofbartlesville.org/city-government/human-resources/employment-application/>

Accepting applications: October 18, 2021 through November 1, 2021 or until filled.  
Salary varies depending upon qualifications; beginning at \$12.57 per hour.

### **AN EQUAL OPPORTUNITY EMPLOYER**

City of Bartlesville  
401 S. Johnstone / Bartlesville, Oklahoma 74003 / (918) 338-4221