



**BOARD OF PUBLIC WORKS  
JOB ANALYSIS SCHEDULE  
UTILITY HELPER - SEWER COLLECTION DEPARTMENT - UTILITY SYSTEM  
*Non-Exempt – Safety Sensitive***

**WORK PERFORMED:**

The Utility Helper reports to the Utility Planning and Construction Engineer and works under the direct supervision of the Sewer Collection Foreman. The Utility Helper performs various unskilled and semi-skilled job tasks in the operation, repair and replacement of the sanitary/storm sewer system. The job duties include, but are not limited to the following:

- Operation of Sewer Department equipment including trucks, vacuum cleaning trucks, TV inspection equipment, sewer main cleaning equipment, manhole repair equipment jack hammer, air compressor, and other departmental equipment.
- Operation and use of Electronic Workforce and other necessary technology.
- Install, repair and replace sanitary sewer pipelines, storm sewer pipelines and sanitary sewer manholes and other sewer equipment.
- Remove pipeline blockages, clean pipelines, root cut lines, TV inspect pipelines, record observations, locate pipelines, locate manholes, locate service connections, make service connections to sewer main and similar activities.
- Manual labor in connection with job tasks including use of shovels, pry bars, wrenches, machinery and special water-related tools.
- Assist with manhole rebuilding involves cleaning form installation and concrete placement.
- Perform routine maintenance, periodic cleaning and repairs on settling basins, new water pump house intake well, sewer lift stations and other assigned facilities.
- Operate Sewer Department vehicles and must possess a current and valid Driver's License, and obtain a valid CDL, with applicable endorsements within 6 months. Utility Helper may drive to and from worksites, may haul tools, materials, supplies, and equipment, and may be dispatched to pick up needed items as necessary.

This position requires the Utility Helper to complete a variety of manual tasks, therefore, this individual must be knowledgeable of and be able to perform the following with little training:

**Sewer System Elements:**

- Must be knowledgeable of basic operating principles, installation, repair, and maintenance of sewer lines, manholes, lift stations and Sewer Department equipment.
- Be able to operate jack hammer, vacuum truck, various hand tools, pickup truck and related items.
- Able read and learn the Utility Mapping System, utility location methods and utility records system.
- Be knowledgeable of safety program, safety procedures and comply with all safety issues. Special emphasis shall be placed upon knowledge of hazards associated with sanitary sewer facilities including dangerous conditions, gases, shoring, bracing, trench safety measures, protection measures to prevent disease/infections, and other appropriate safety precautions. Special training on the correct use of various safety devices will be necessary including such items as barricades, safety belts, oxygen meter, and tracking and shoring equipment, etc.
- Be familiar with, able to install and locate various sewer system parts in warehouse, such as, repair clamps, couplings, saddles, valves, etc.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

- Be available for / call outs, and Standby after Introductory Period.
- Responsible for completing assigned job tasks efficiently, timely, properly and safely.
- Responsible for personal/jobsite safety and compliance with HBPW Policies.
- Able to perform all physical job functions and knowledgeable of sewer system elements.
- Able to properly operate HBPW vehicles and a forklift.
- Able to use tools, equipment and maps common to sewer system operations.
- Able to perform manual labor tasks, available for call-out, able to report to work on short notice during emergencies.
- Able to remain on the job for long hours when emergencies arise.

- Understand and implement safety regulations and policies of the HBPW, including those in various manuals as well as those directly taught by Supervisor. Attendance at safety meetings is required as well as the immediate reporting of accidents, incidents, violations, improper acts and defective equipment. All work shall be performed safely, with equal emphasis on the safety of the employee, other fellow works and that of the General Public. Employee will not proceed with any assigned work function if in doubt as to correct procedure.
- Conduct shall comply with safety rules, standard operating procedures, verbal instructions, working rules, personnel policies, Memorandum of Understanding, and other applicable standards. While on duty, the interaction with the General Public and other workers shall be courteous, and a positive attitude shall be displayed. Employee evaluations shall be performed, and any unsatisfactory aspects of the evaluation shall be corrected by the next evaluation.
- Must possess and obtain a valid CDL Driver's License with the appropriate endorsements to drive all departmental vehicles.

**SAFETY RESPONSIBILITIES:**

The Utility Helper is required to comply with all safety regulations of the HBPW. The Utility Helper is a Safety sensitive position, performing safety sensitive functions that directly affecting the safety and wellbeing of oneself, field workers and the public. All positions must comply with the HBPW Drug Free Work Place policy.

**PHYSICAL DEMANDS:**

- The physical capabilities of the Utility Helper are described in relation to those needed to successfully perform the essential functions, however, reasonable accommodations shall be made to enable persons with disabilities to perform said functions.
- The performance of the job requires the employee to walk, sit, talk, hear, use hands and fingers for job functions, ability to reach with hands and arms and the ability to voice communicate. Employee must have hand-eye coordination necessary to operate various tools and equipment of the HBPW. Employee shall have close vision and the ability to focus. Employee shall be able to lift at least 95 pounds. Employee must be able to work under adverse conditions including dampness, wet weather, hot weather, snow, ice, confined space, etc. and may be required to work primarily outdoors.
- The job tasks involve intensive manual labor, including digging, lifting, standing, walking, stooping, bending, kneeling, tool and equipment operation.
- Able to improve skills, talents and knowledge of sewer utility system, permitting individual to advance within department as openings become available. Utility Helper shall be required to develop improved skills, talents and responsibilities over a period of time, before re-classification would be considered.
- Able to report to work promptly and fulfill job duties. Attendance record shall be good, free from excessive absences. Utility Helper shall be required to report to work daily in appropriate clean work clothing and practice proper personal hygiene.
- Able to relate responsibly and respectfully with other employees and the General Public.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

This job description does not constitute an employment contract between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

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