

City of Alamo

JOB TITLE:	Waterworks Helper	APPROVED BY CITY COMMISSION
DEPARTMENT:	Water	DATE: <u>APR 18, 1995</u>
DEPT. NO.:	3000	SALARIED:
SUPERVISOR:	Public Works Director	HOURLY: XXX
FULL TIME:	XXX	EXEMPT:
PART TIME:		NON-EXEMPT: XXX

JOB SUMMARY: Maintaining water line distribution system.

ESSENTIAL JOB FUNCTIONS: Maintaining an efficient water line distribution system, repair or replace lines within the system, test, install, and maintain customer meters, and maintain the city meter replacement program.

OTHER JOB FUNCTIONS: Assist in replacing/removing; taps, connections/disconnects; work with the utility billing department on new accounts, service orders, and billing.

WORKING CONDITIONS AND PHYSICAL DEMANDS: Must work outside; during hot, wet, damp, muddy and or cold weather. Will perform following duties; walking, kneeling, stooping, bending, lifting, crawling, digging, in order to perform activity.

REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES: High school diploma/GED preferred, Texas driver's license – Class C.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS: Experience/ knowledge of chart readings, meters, and gauges; interpreting and reacting properly to chart, meter and gauge information. Pass examination for certificate of competency – Class C. Distribution of above issued by the appropriate Texas agency.

The above duties describe the chief functions of the job and are not to be considered as a detailed description of every duty of the job. I have read and do acknowledge my job description. I have also received a copy of my job description as;

“Waterworks Helper”

ACKNOWLEDGEMENT

As evidenced by my signature below, I have read my job description and have fully understood my duties and responsibilities related to my employment with the City of Alamo. I also acknowledge that I am qualified to perform these duties and, with or without reasonable accommodation, can perform the essential functions of this position as described. Further, I understand that if, at any time, I am unclear as to what my job duties and responsibilities are, or what is expected of me, I will notify management to interpret these duties and expectations.

Employee (print name): _____ **Sig.:** _____

Date