

CITY OF NORTH POLE

JOB DESCRIPTION

TITLE	UTILITIES ASSISTANT 1
REPORTS TO	UTILITY SUPERVISOR
WORK HOURS	8:00 A.M. TO 4:30 P.M. RESPONDS TO EMERGENCY CALL-OUTS
WORK DAYS	MONDAY THROUGH FRIDAY
FLSA STATUS	NON-EXEMPT
SALARY	Minimum starting salary \$20.27/hour commensurate with education and experience as contained in relation to City of North Pole Personnel Code
JOB LOCATION	Various locations throughout the North Pole Utility service area as may be required to perform the essential functions of the position. Includes working indoors and outdoors year round.

WORKING CONDITIONS

Must have the physical fitness, strength, agility, and stamina to work in severe (hot or cold) environments for extended periods in a safe manner. Must be able to lift 25 pounds above shoulder level regularly, 50 pounds waist-high regularly, and up to 100 pounds waist-high occasionally. Must not have disabilities that would cause a safety risk to themselves or others in the performance of duties.

Special Consideration: Certain work within this job may require the use of a respirator. Such work may require sufficient pulmonary and respiratory health to use a respirator and may preclude full beards or other obstructions preventing a positive facial fit for half-face or full-face respirators.

JOB OBJECTIVES

An employee in this position performs a variety of water treatment, water distribution, waste water collection and waste water treatment functions. In the absence of the utility operator, an employee in this position may be in charge of an emergency response. This position is operational and task oriented in nature. Administrative duties are not a routine responsibility of this position. On a limited basis, an employee in this position may be responsible for supervising temporary or seasonal employees.

ESSENTIAL JOB FUNCTIONS

An employee in this position will have the duties as outlined below. These examples do not include all of the specific tasks that an employee may be required to perform.

1. In the absence of the utility operator, responds as person in charge to water/waste water related incidents.
2. Performs daily preventative maintenance checks and performs maintenance and repairs on all equipment as may be required.
3. Responsible for building maintenance and cleaning as directed by the utility operator.
4. Safely operates power tools, machinery and heavy machinery as directed by the utility operator.
5. Attends training classes and seminars as directed by the Utility Supervisor or Director of City Services.
6. Responsible for obtaining chemical checks on water treatment system. Read water meters monthly.

NONESSENTIAL JOB FUNCTIONS

1. Assigned at the discretion of the Utility Supervisor and Director of City Services.

EQUIPMENT

An employee in this position must be able to safely operate the following equipment and tools: shop tools, self-contained breathing apparatus, jet truck, dump truck, welder, cutting torch, portable pumps and generators, air monitoring equipment and electrical testing equipment. In addition to the above, the employee must have knowledge of water and waste water treatment laboratory testing equipment.

SKILLS/EXPERTISE REQUIRED

Knowledge of:

1. Basic operation and maintenance procedures and practices of water treatment and distribution systems and wastewater treatment and collection systems.
2. Basic maintenance and repair of mechanical systems and equipment.
3. Building cleaning and custodial practices and methods.

Ability to:

1. Work with minimal supervision and to exercise mature judgment and initiative in assessing and prioritizing duties and responsibilities on a daily, weekly and monthly basis.
2. Identify occupational hazards and use safety precautions, specifically with regard to the use of chemicals and mechanical equipment necessary to perform the essential functions of the job.
3. Work effectively with co-workers, supervisors, employees of other departments, and the general public.
4. Communicate effectively, orally and in writing.
5. Able to obtain all certifications within established time and experience constraints.
6. Ability to respond to a utility emergency on a 24 hour basis.

MINIMUM QUALIFICATIONS:

- Must be at least twenty-one years of age at the time of employment and in excellent physical condition (refer to Working Conditions above).
- Must have a high school diploma or the equivalent.
- Must possess and maintain an Alaska Commercial Driver's License (Class B) or obtain one within 6 months from date of hire
- Must have a clean driving record.
- Must pass all four System Level 1 Alaska Department of Environmental Conservation examinations within the first 24 months of months from date of hire.

These factors will be the basis for selecting candidates to be interviewed. The candidate selected for employment must satisfactorily perform the essential functions of the position during a prescribed probationary period.