

MUNICIPAL WATER AUTHORITY OF ALIQUIPPA

JOB DESCRIPTION

Laborer (Utility Class) – Classes I through IV

1. Perform general labor work such as hand digging for water / sewer lines, bedding pipelines, backfilling trench, yard / roadway restoration, and loading / unloading tools, equipment and materials.
1. Test and install or repair fire hydrants, water line valves, curb boxes, service lines and water meters.
2. Install or repair water / sewer mains, manholes, meter pits / vaults and service lines.
3. Keeps record of all installation, maintenance and repair activities and materials and equipment used.
2. General housekeeping at the shop / garage to maintain a clean and safe workplace including but not limited to sweeping and mopping floors, collecting and disposing trash and cleaning restrooms.
3. Operates dump truck, if properly licensed.
4. Clean trucks and equipment.
5. Maintain utility vehicles complete with all tools and equipment.
6. Report to the General Manager any failures or other related maintenance needs to Authority facilities, vehicles and equipment.
7. Perform exterior maintenance such as grass cutting, hydrant painting, etc.
8. Follow OSHA standards for trench protection.
9. Follow PennDOT standards for the maintenance and protection of traffic.
10. Maintain valid Pennsylvania Driver's License at proper classification for work conducted.

Laborer (Utility Class) – Classes I through IV (cont'd)

11. Receive and complete service orders from office including but not limited to turning water on and off at the request of the customers; checking (audit) meters; installing or repairing meters and remotes; investigate customer complaints; turning water on and off for non-payments; collecting payments on delinquent accounts.
12. Marking water / sewer mains and service lines for PA One-Calls.
16. Maintenance of vehicles at regular intervals including washing once per week.
17. Maintenance of all operating equipment including but not limited to pumps, compressor and generators. Keep record of all maintenance activities and materials used.
18. Investigate / resolve / document all customer complaints.
19. Perform duties of Heavy Equipment Operator as directed. Operations Supervisor and Department Foreman should allow for training of personnel on operation of backhoe, mini excavator and similar equipment. Training should be on a rotation basis regardless of seniority to allow everyone within this classification an equal opportunity.