



Position Description

Job Title: Third Class Utility Person
Department: Distribution Department
Supervisor: First Class Utility Person/or Alternate

Job Summary

Performs general labor duties using the authority's mechanical equipment. Additionally performs other duties as assigned by the supervisor.

Specific Duties: (E/N = Essential/Nonessential Functions)

- E/N – E 1. Performs general labor duties as assigned by the supervisor, utilizing authority equipment including shovels, picks, drilling machines, pneumatic tools, and earthworms.
- E/N – E 2. Operates ditch pumps, cuts and lays pipe, and handles authority materials.
- E/N – E 3. Performs concrete repairs on sidewalks and streets.
- E/N – E 4. Drives authority vehicles including pick-up truck and performs job related errands as directed.
- E/N – E 5. Maintains authority buildings and property including reservoirs, tanks, and garages.
- E/N – E 6. Cleans and repairs flashing lights and other safety equipment.
- E/N – E 7. Loads and unloads authority materials and performs general painting.
- E/N – E 8. In addition to treating and flushing authority lines, must also adjust and repair valve boxes.
- E/N – E 9. Performs additional duties as directed by the supervisor.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by the incumbents of the job. Incumbents may be required to perform job related tasks other than those specifically presented in this description.

Qualifications and Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

High school diploma or general education degree (GED); with 3 to 6 months related experience or equivalent combination of education and experience.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Certifications

Must possess and maintain a valid Pennsylvania driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee occasionally works in high, precarious places and is occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.