



## CITY OF INGLESIDE JOB DESCRIPTION

### Water Laborer

**Department:** Water  
**FLSA Status:** Non-Exempt  
**Effective Date:** 05/13/2020  
**Pay Grade:** 2

#### POSITION SUMMARY

Performs manual work including routine maintenance and repair duties for public utilities; water meter data collection, installation, and maintenance; fire hydrant installation, testing, and maintenance; and related work as apparent or assigned. Work is performed under the close supervision of the assigned supervisor.

#### QUALIFICATION REQUIREMENTS

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

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with the installation, maintenance, and repair of water distribution lines, services, meters, meter boxes, valves, water taps, fire hydrants, etc.
- Locates and assists with repairing leaks in water distribution system; locates and marks valves.
- Assists with replacing and repairing services lines; assists in water and sewer line extension and new installation.
- Locates and reads water and sewer meters on assigned routes; records readings manually or with automatic recorder; obtains special readings as required; maintains reading records.
- Assists with performing checks on meters, visible plumbing, and connections to determine if they are correctly installed and functioning properly, reports defects or leaks and meters not accessible for reading.
- Processes service orders, connects, and disconnects utility services; assists with inspection, removal, and replacement of meters.
- Cleans dirt and debris from meter boxes and access area; mows, trims brush and limbs and otherwise maintains meter access.
- Conducts re-reads and reseals meters as directed.
- Assists with fire hydrant installation, testing, and maintenance.
- Assists with water pump stations and water storage facilities maintenance and repair.
- Assists with wastewater line installation, taps, repair, and replacement.
- Document materials used and actions taken to complete task orders.
- Regular upkeep and maintenance of the vehicles, equipment, and tools used.
- Prepares and maintains records of work performed.
- Assist with other departments maintenance work as needed or required.
- Complete assigned health and safety courses to create a safe work environment

## SUPERVISION RECEIVED AND EXERCISED

- Close supervision
- Under the direction of Water superintendent

## EDUCATION AND EXPERIENCE REQUIREMENTS

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- **Education** – High school diploma or GED
- **Experience** – None
- **License or Certificate** – Valid driver's license in the State of Texas (Class C required; Class B preferred).
- **Special Requirements** - Must obtain a Texas Commission on Environmental Quality (TCEQ) Class D Water License within 1 year of hire date.

<b>Required Education:</b>	High School Diploma/GED
<b>Required Experience:</b>	None
<b>Combination OK?</b>	Yes
<b>License or Certificate:</b>	Valid Texas DL

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- General knowledge of the tools, materials, and equipment used in water system maintenance work.
- Ability to read and write.
- Ability to understand and follow oral and written directions.
- Good physical condition: physical ability to perform heavy manual work and perform manual labor for extended periods of time.
- Ability to work independently.
- Ability to operate machinery and equipment.
- Ability to establish and maintain effective working relationships with associates and the public.

## PHYSICAL DEMANDS

*The physical demands herein 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 these essential job functions.*

- This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 50 pounds of force.
- Work regularly requires using hands to finger, handle, or feel; reaching with hands and arms; frequently requires standing, walking, stooping, kneeling, crouching or crawling, lifting, and repetitive motions; and occasionally requires sitting, climbing or balancing, smelling, pushing, or pulling.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires operating motor vehicles or equipment and observing general surroundings and activities.

<b>Weight:</b>	10-50 lbs.
<b>Environment:</b>	Mod. Noisy
<b>Physical Activity:</b>	Heavy

- Work occasionally requires exposure to outdoor weather conditions, exposure to toxic or caustic chemicals, or exposure to fumes and airborne particles, and may require the use of specialized personal protective equipment.
- Work is generally in a moderately noisy location (e.g. on or near noisy equipment, light traffic).

**Personnel and Policy Handbook section 3-C**

*“all new employees are required to complete the FEMA IS-100, IS-200, and IS-700 within the first six (6) months of employment. All supervisors and managers are also required to complete the FEMA IS-300 and IS-400 within six (6) months of holding position.”*

*Note: The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position. Nothing in this job description restricts management’s right to assign duties and responsibilities to this job at any time. The omission of specific job duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.*

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Employee Signature

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Date