



Job Description

Lead Utility Worker

Pay Grade: 06

Employment Status: Full-Time

FLSA Status: Non-Exempt

Experience Required: Five (5) years' experience.

Minimum Education Requirements: High School Diploma or G.E.D.

Direct Supervisor: Street Superintendent

Supervisory Responsibility: Yes

Primary Work Location: Office setting and surrounding jurisdiction.

Certification: Valid State of Missouri driver's license. State of Missouri Class "A" Commercial Driver's License.

Job Summary: Performs a variety of operation, maintenance, and repair activities on the street, water, or wastewater collection and treatment systems for the City of Nixa, MO.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist Superintendent with maintaining the operations of the Street, Water, or Wastewater Department to ensure efficient, safe, and effective operation in compliance with Federal and State and local regulations and standards.
- Install, maintain, and repair water lines, sewer lines, or city streets and equipment of assigned department.
- Respond to problems by locating and identifying the problem, determining the best method for repair.
- Leads a crew of maintenance workers and participates in maintenance and repair work.
- Respond to and resolves routine customer questions and/or complaints regarding the City's water, wastewater, or street system, and services.
- Assist with ordering and maintaining of materials and supplies.
- Locate and identify a problem and determine the best method of repair.
- Effectively perform as a member of the team in carrying out the City's organizational development plan philosophy.
- Perform other tasks and duties assigned by supervision.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Wastewater collections, water, or street systems operations, construction maintenance, and repair methods and materials.
- Federal, State, and City regulations, standards, and criteria for the Street, Water, or Wastewater Department.
- Occupational hazards and safe work practices.
- Methods, equipment, and materials for street or storm water drainage maintenance, cleaning, repair, and construction.



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- Transit/laser grade operations.

Skills

- Good oral communications.
- Good troubleshooting ability.
- Establishing and maintaining effective working relationships with other staff and members of the public.
- Operating automotive equipment including air compressor, backhoe, dozer, motor grader, truck, lawnmower, end loader, fork lift, asphalt roller, street sweeper, snowplow, street striping machine, and a variety of power and hand tools.
- Reading and understanding blueprints concerning drainage and street layout.
- Methods and tools of the electrical, plumbing, and building trades.
- Positive leadership and supervision of subordinate personnel.
- Construction, operation, maintenance, and/or repair of water and wastewater systems and facilities or maintenance and/or repair of streets and drainage systems.
- Oral and written communications.

Abilities

- Stooping, climbing, bending.
- Basic computer operation.
- Pushing and pulling 100 pounds and lifting 60 pounds 3 feet.
- Exposed to extreme weather conditions, dust and/or pollen.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.



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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date