



City of Kansas City, Missouri Job Class Specification

Job Title: UTILITY SPECIALIST

Department: WATER

Job Code: 5429

Status: NONEXEMPT

Grade: L-6

Summary

This is skilled work in the operation of heavy-duty utility maintenance and construction equipment.

Work involves responsibility for the safe and efficient operation of heavy construction equipment entailing considerable manipulative difficulty in operation. Work is distinguished from other related classes by the responsibility for operating such equipment as dump trucks, backhoes, heavy bulldozers, excavator, jet vac, power rodder and related equipment. Work involves strenuous physical tasks while working in excavations or from inside buried conduits frequently under adverse climatic conditions. Duties are usually performed as a crew member although employees of this class are expected to use judgment and discretion in determining work methods and procedures necessary to carry out assignments. Work includes laying water and sewer conduits, shoring of deep excavations and hand excavations in deep trenches.

Employees of this class operate this type of equipment as a regular assignment and are responsible for operating such equipment properly so as not to injure self, other employees or the public or damage property and equipment. Provides support for employees of lesser skills in the accomplishment of their tasks. May be called upon to provide training for lesser skilled employees. Duties on occasion will require individual to act as lead worker on a crew and serve as the crew truck driver.

Duties and Responsibilities

- Participates as crew member or lead worker in the installation, maintenance or repair of water and/or sewer systems and appurtenances.
- Operates regulating valves, keys and other controls; repairs broken water and sewer systems as required.
- Lays new lines to grade by hand or by guiding back hoe, hoist or crane operations; builds and repairs manholes; and installs valves and other regulating controls.
- Operates jackhammer in cutting and breaking concrete, asphalt or rock; removes waste material from work site.
- Operates tapping equipment to make taps in water or sewer lines.
- Makes routine field adjustments and repairs to equipment; assists mechanics in the maintenance and major repair of equipment. Conducts safety inspection of equipment.
- Operates a backhoe or large trenching machine digging ditches or holes for the repair, installation and replacement of water and sewer mains; digs ditches, lays pipe for water and sewer lines and mains and backfills ditches.
- Assists in the setup of work zones and jobsite restoration.
- Participates in the Cities snow removal operations.
- Maintain and complete accurate records and logs.
- Assists in digging trenches and other excavations; shores excavations.
- Performs backfilling and street restoration duties.
- Operates various types of motorized construction and maintenance equipment.
- Performs related duties as required.

Technical Skills

- Must possess knowledge of the types and uses of common hand tools, materials and standard equipment used in water and sewer construction and maintenance work; the underground utility markings; the operation, routine maintenance and safety requirements of moderately heavy trucks and construction equipment.
- Must possess ability to perform laboring tasks involving physical strength and endurance under variable weather conditions; maintain simple records and provide routine oral and written reports as to work activities; operate automotive, construction and maintenance equipment skillfully, safely, and according to traffic laws and regulations and to make minor operational adjustments to assigned equipment.
- Must possess ability to work effectively with team members on maintenance crews.
- Must possess knowledge of blueprint reading and map reading on a computer based Geographical Information System (GIS).
- Must possess skill in the use of hand tools and the operation of relatively complex power equipment.
- Must possess ability to perform addition, subtraction, multiplication, and division of whole numbers and fractions.
- Must demonstrate ability to operate various pieces of equipment such as dump trucks, crane trucks backhoes, heavy bulldozers, excavators, jet vac, power rodder and related construction and maintenance equipment
- Must be able to speak, read or write English.

Education and Experience

High school diploma or GED and three (3) years of utility maintenance and repair experience.

**Certificates/
Licenses/Special
Requirements**

- Must possess a valid State –issued driver's license in accordance with the City of KCMO policies.
- Possession of a valid CDL (Commercial Driver's License) issued by the State of Missouri prior to the end of the employee's probationary period (Appropriate CDL will be determined by the department).
- Must pass a physical examination as prescribed by the City.
- Must pass a background check as prescribed by the City.
- Will be required to pass a pre-employment drug screen

**Supervisory
Responsibility**

None

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

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