



## City of Grants

### POSITION DESCRIPTION

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**POSITION TITLE:** Pipe Layer – Laborer

**DEPARTMENT:** Utilities / Public Works

**JOB GRADE:** III

**REPORTS TO:** Pipe Layer Forman / Public Works Director

**SUPERVISES:** N/A

**POSITION SUMMARY:** The individual is responsible for repairing and installing water lines, sewer lines, and water meters; and maintaining areas around pump stations and pipelines. Will provide service to broken water and sewer lines; install and repair manholes; tap main water lines and provide water service to individual meters. Responsibilities will include physical labor and tasks needed to maintain and operate pipes, water basin areas, and meters; which will require interpreting and understanding meter and gate readings, warning lights, and departmental instructions. In addition, may be responsible for performing duties in relation to water maintenance and reading, customer service work orders, and other customer service related functions.

This is a full-time non-exempt position and regular work is 40 hours per week but the schedule may be adjusted based on the needs of the department. Extended hours may be required for emergency situations and this position must be able to adapt to flexible work schedules as established by Department and responds to call outs.

Reports to supervisor on areas worked as directed. Individual will be performing other assigned duties by Supervisor/Department Head when needed.

#### **PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS:**

The Pipe Layer Laborer must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

- Installs and/or repairs water and sewer lines as assigned or directed.
- Assists in carrying and laying of feeder pipes.
- Cleans precipitates such as catch basins and grit chambers using shovel, rake, and hand pump.
- Opens and closes gates and valves according to gates readings or warning lights on equipment and other duties as assigned.
- Configures pipe routes, and aligns pipeline sections.
- Taps main water or sanitary sewer lines as directed or assigned.
- Cleans and clears ground, and cuts brushy areas, around pipelines using pick, shovel, wheelbarrow, and ax as scheduled or assigned.
- Cleans and maintains surface pipes with picks, scrapers, spray guns, and steel brushes as directed or assigned.
- Loads and unloads materials, tools, and equipment onto and from truck as directed.
- Pushes/pulls, with approximately 65 pounds of force, to use wheelbarrow.
- Picks up trash or debris from grounds as scheduled or assigned.
- Repairs and maintains tools and equipment.
- Lubricates equipment such as pumps and valves as scheduled or directed.
- May dig holes or drainage ditches using shovels and/or picks.
- Keeps a sufficient inventory of materials, tools, and equipment on site to perform job requirements without interruption.
- Maintains security of the city property in accordance with City Policy and Procedure.

**PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS - CONTINUED:**

- Utilizes proper safety precautions related to all work performed.
- Performs or insures that routine cleaning and regular or preventative maintenance is completed to maximize the life to the equipment and materials being used.
- Maintains equipment, vehicle and work areas to insure for safety of staff, clients and visitors.
- Attends meetings and trainings as needed to maintain job knowledge and as required by the job.
- Regular and consistent attendance for the assigned work hours is essential.
- Performs all job functions with special attention to good public relations, safety, health, and proper procedures.
- Understands City of Grants policy and procedures as related to the job, and implements procedural changes as required.
- Locates and removes manhole covers, and inspects sewer lines to locate stoppage or leaks as scheduled or assigned.
- Exercises valves, works on hydrants and maintains other portions of water and wastewater system.
- In the absence of the Meter Technician, assists Customer Service with utility connections/disconnections, delivering delinquent notices, or other duties as needed by Customer Service Department.
- Works with Department Heads and Supervisors to assure facilities are well maintained and safe.
- Operates necessary equipment, following safety policies and procedures and caring for and properly maintaining all pipe/water and building related equipment and supplies.
- Notates possible safety hazards or causes of injury and react accordingly.
- Maintains safety regulations including wearing appropriate clothing, and erecting proper barricades and signage around worksite(s) as appropriate to protect the worker and the general public.
- Performs routine inspections of assigned areas to detect any necessary repairs of hazardous conditions.
- Follows a specific work schedule and performs work tasks as directed.
- May occasionally be required to work on-call, evening, or weekend schedules.
- Performs other duties as assigned by supervisor or Public Works Director which are consistent with the position, and in compliance with the City's Policies and Procedures.
- Completes personal timesheet accurately and timely; clocks in and out through time-clock system daily/weekly and ensures time is reported on actual time worked.
- Ensures that any on-the-job injury is reported immediately to Supervisor & Human Resources; ensures compliance with all City of Grants Policies and Procedures. Ensures any reports of harassment are immediately reported so appropriate actions are taken. Reports any suspected fraud and/or abuse to the Director or City Manager.
- Performs other professional, administrative and public duties as appropriate, feasible, and assigned.

The above statements and duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not a complete list of all responsibilities and duties performed by employees in this job and are not to be construed as exclusive or all-inclusive. As a condition of employment, employees are required to perform other duties and special projects as assigned.

**MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:**

- High School diploma, GED or equivalent.
- Must have oral and written communication skills in the English Language.
- One (1) years' experience in construction/or remodeling, is preferred; or the ability to learn these job skills through on the job training.
- Attendance in 66% (monthly average) of emergency calls outside of the regular work week schedule, unless on approved leave.
- Knowledge of proper sequence of activities required to perform skilled maintenance jobs.
- Must possess or be able to acquire a New Mexico Driver's License and have and maintain a good driving record.
- Must pass a pre-employment drug test and extensive background check.

*A comparable amount of training and experience may be substituted for the minimum qualifications.*

**KNOWLEDGE, SKILLS, & ABILITIES:**

- Knowledge of Utilities/Pipes facility maintenance, repair, and methods and practices.
- Knowledge of general maintenance and repair techniques for common tools and equipment used in general water maintenance work; and their basic safety precautions and procedures.
- Knowledge of materials, methods, terminology, equipment and tools used in water maintenance, pipe repair, and plumbing work.
- Knowledge of operation and maintenance of assigned light equipment, power and hand tools.
- Knowledge of safe handling techniques of hazardous chemicals and materials.
- Knowledge of mechanical principles, equipment safety systems and processes.
- Knowledge of office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases/data entry.
- Knowledge of City's political environment and sensitivities with thorough understanding and ability to function effectively within that environment.
- Knowledge of English usage, spelling, grammar and punctuation.
- Knowledge of proper sequence of activities required to perform the job.
- Knowledge of simple geography relating to City Streets.
- Ability to understand City of Grants Policy and Procedure, in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to follow written and verbal instructions, plans, and specifications that require individual thought to complete the task or a series of tasks.
- Ability to perform activities of a routine, concrete, and continuous or organized nature.
- Ability to accurately analyze problems and identify solutions.
- Ability to demonstrate attention to detail and continuously perform work that is repetitive, routine and detailed, with little or no immediate supervision.
- Ability to demonstrate awareness of occupational hazards and utilize standard safety practices.
- Ability to efficiently operate a City motor vehicle is required; un-aided physical mobility including continuous long-distance walking and manipulating objects is required.
- Ability to interpret and effectively communicate any pertinent department information to co-workers and supervisors, public and private groups, and the general public.
- Ability to operate a variety of motorized and hand tools and equipment proficiently in a safe and effective manner.
- Ability to operate office equipment including computers and supporting word processing, spreadsheet, and database applications in order to update records, create work orders, download information, and prepare reports.
- Ability to effectively communicate clearly and concisely, both orally and in writing.
- Ability to listen for understanding and share information clearly and persuasively.
- Ability to follow a firm work schedule as directed by supervisor.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a professional/business manner.
- Ability to move hands easily and skillfully to handle/operate tools and/or machines to perform required tasks.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy and procedures.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to effectively represent the City in situations which are potentially adversarial or stressful.

**KNOWLEDGE, SKILLS, & ABILITIES - CONTINUED:**

- Ability to multi-task and able to move forward on and track multiple priorities; take initiative and work independently, using good judgement about when to check-in to provide updates or seek additional direction; and meet deadlines.
- Ability to work cooperatively with diverse groups, including City employees, other agencies, and members of the public.
- Ability to work occasional weekends, evenings, or holidays; and maintain regular and punctual attendance.
- Ability to keep confidential matters confidential.
- Ability to engage in strenuous physical activity in all weather conditions and perform heavy lifting, often for extended periods of time.
- Skills in operating shovel, sledge hammer, brush cutters, "T" bar, Water Rod, hand tools, calculator, portable or mobile radio, and other assigned equipment, tools, and vehicles.
- Skills in effectively communicating information and responding to questions from the public and employees.

**GENERAL CONDITIONS:**

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative, mature self-direction and responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

**PHYSICAL DEMANDS & WORK ENVIRONMENT:**

PHYSICAL DEMANDS: The physical demands described here are a 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 essential duties and marginal functions of this job, physical performance abilities require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; and may frequently include stooping, balancing, bending, kneeling, crouching, crawling, climbing, work on uneven or slippery surfaces, handling noise producing tools and equipment, and working in confined spaces. Use of hands and fingers: to handle or feel, and reach or pull and maneuver and use mechanical and technical equipment. The ability to speak and hear; use close and distant vision, color vision, peripheral vision, depth perceptions, and ability to adjust focus is needed while making visual checks of facilities and working on equipment. Must utilize auditory, and sensory abilities constantly on the jobsite. Must be able to operate assigned equipment and vehicles. Position will require light and heavy lifting, pushing or dragging of equipment and supplies, in excess of 100 pounds. Must be able to verbally communicate, in addition to reading and writing, to exchange information.

WORK ENVIRONMENT: Work is performed in both indoor and outdoor environments; exposure to all weather conditions and under sometimes extreme weather conditions, with exposure to a variety of safety hazards, including mechanical and electrical hazards, hazardous chemicals, fumes, heights, confined spaces, trenches, air and water borne pathogens. Employees may be exposed to raw and treated sewage, chemicals, sharp and dull objects, domestic and wild animals, and in general may come in contact with a variety of potentially dangerous working situations that require a combination of good judgement, field knowledge of potential problems, problem identification and solutions. May be exposed to electrical and mechanical hazards and a variety of hazardous chemicals or contaminants. Exposure to dust, dirt, heat, cold, humidity, rain, heights, fumes, odors, vibrations, and loud noise, constant noise; work on slippery or uneven surfaces; work with water; work with various tools and equipment.

Safety equipment is provided and must be worn as required according to departmental procedures and good safety practices. Frequent travel from site to site is necessary.

**PHYSICAL DEMANDS & WORK ENVIRONMENT - CONTINUED:**

Employee must possess ability to: adapt to inclement weather conditions and/or situations, and maintain ability to drive in various weather conditions; perform duties and adapt to flexible work schedules as established by supervisor which includes irregular schedule, extended working hours, occasional weekends, holidays, and scheduled work hours beyond normal business hours; must be flexible to adapt to work schedules, which includes on-call duties, as established by management. The ability to work in a high sensory area, and under a stressful environment and deal effectively with such stress, is necessary.

The noise level in the work environment may reach high levels, and can be at consistent levels of frequency.

**EXAMPLES OF WORK EQUIPMENT:** Automobiles and equipment/machinery may be utilized in various weather and environmental conditions. Exposure to electrical and mechanical hazards is possible in this position. Noise and vibration of electrical/mechanical equipment occurs frequently.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT.**

**Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.**

**CITY MANAGER'S SIGNATURE:**

*the following signature indicates that the City Manager has approved this position description as of **the** date of signature.*

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*City Manager*

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*Date***EMPLOYEE'S SIGNATURE:**

*the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature.*

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*Employee*

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*Date*