

HARTSELLE UTILITIES

JOB DESCRIPTION

Job Title: Laborer

Department: Field Operations

FLSA: Non-exempt Pay Grade: 3
Safety Sensitive: Yes
Security Sensitive: No

Job Description Prepared: May 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Foreman-Field Operations

Subordinate Staff: None

Other Internal Contacts: All Hartselle Utilities (HU) Departments

External Contacts: General Public; HU Customers; City of Hartselle
Departments; Hartselle City Schools

Job Summary

Under the direct supervision of the Foremen, the employee performs manual labor and learns to perform semi-skilled work in the maintenance, operation, repair and construction of Hartselle Utilities' (HU) water, sewer, and natural gas (W-S-G) distribution and collection systems. The employee performs bending, stooping, twisting, and lifting. The employee also may operate a variety of heavy equipment in completing work assignments. The employee works in potentially hazardous conditions during major storms and other outages of service. The employee normally follows well defined and established procedures. Employees in this job rotate regularly (approximately every thirty (30) days) between water, sewer, and natural gas installation duties. This is an entry-level job in the Field Operations Department job classifications.

This job is considered safety-sensitive and is subject to pre-employment background check and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Installation and Maintenance. Employee assists crews in performing work on new construction, repair, and maintenance of water, sewer, and natural gas systems.

1. Works on water maintenance crew learning to perform manual labor in installing, repairing, and maintaining water lines, valves, meters, pumps and water taps.
2. Works on sewer crew learning to perform manual labor in installing, repairing, and maintaining sewer lines, force mains, lift stations and manholes.
3. Works on natural gas maintenance crew learning to perform manual labor in installing, repairing, and maintaining natural gas lines, valves, meters, regulator stations, and gas taps.
4. Digs holes and ditches with shovel and other hand tools.
5. Cleans and maintains tools, sampling equipment and lab equipment.
6. Maintains work site and grounds at plants clean and neat.
7. Performs daily equipment checks.
8. Picks up necessary supplies and tools from warehouse or vendors as directed.
9. Responds with other crew members to emergency calls at all hours.
10. Performs work safely in accordance with departmental safety procedures and operates equipment safely.
11. Reports any unsafe work condition or practice to supervisor.
12. Receives daily work assignments from supervisor.
13. Maneuvers pipe sections, valves, and fittings into position.
14. Joins pipe materials and installs fittings, valves, and other components.
15. Flushes water and sewer lines.
16. Inspects water and sewer lines for needed repairs.
17. Locates and troubleshoots repairs of W-S-G leaks.
18. Locates points of infiltration using smoke tests (sewer).
19. Uses a variety of hand and power tools to perform tasks.
20. Operates equipment related to these tasks, including fresh air ventilating equipment to underground vaults.
21. Erects barricades and other safety equipment around job sites.
22. Directs traffic around construction and maintenance sites.

NON-ESSENTIAL FUNCTIONS:

Performs other job-related tasks as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of Hartselle Utilities (HU) rules, regulations, policies and procedures.
2. *Knowledge of HU service territory and systems.
3. *Knowledge of U.S. Department of Transportation (DOT) requirements and regulations for gas pipeline systems.
4. *Knowledge of Alabama Department of Environmental Management (ADEM) and Alabama Public Service Commission (APSC) policies and requirements.
5. *Knowledge of civil engineering-type construction and maintenance activities and procedures.
6. *Knowledge of water and gas hydraulics, and material flow processes.
7. *Knowledge of HU safety practices and procedures.
8. Knowledge of basic construction and maintenance techniques and practices concerning water, sewer, or natural gas operations.
9. Knowledge of equipment operation and usage.
10. Knowledge of OSHA safety rules including accident causation and prevention.
11. Communication skills to effectively communicate internally and externally, both orally and in writing.
12. Reading skills to understand and interpret technical schematics and drawings, operator manuals, directives, procedures, and instructions.
13. Verbal skills to communicate effectively with supervisor and co-workers.
14. Writing skills to clearly and neatly complete routine logs, forms, and records.
15. Math skills to perform basic calculations (add, subtract, multiply, divide).
16. Skills in rescue procedures and capable of performing cardio-pulmonary resuscitation (CPR) and basic first aid accordingly.
17. Ability to use safe work practices.
18. Ability to understand and complete verbal and written instructions.
19. Ability to work in disagreeable conditions.
20. Ability to perform strenuous physical labor.
21. Ability to work as an effective team member and establish and maintain harmonious working relationships.
22. Ability to complete projects in a timely manner.
23. Ability to troubleshoot system problems and develop solutions.
24. Ability to read and interpret gauges and measurements.
25. Ability to operate equipment.
26. Ability to use various hand/power tools.
27. Ability to work under stressful conditions.
28. Ability to climb ladders above ten (10) feet.

29. Ability to work in hazardous situations in adverse weather conditions.
30. Ability to respond to unusual and hazardous circumstances with sound judgment.
31. Ability to work in confined spaces with breathing equipment.
32. Ability to wear/use personal protective equipment.
33. Ability to drive.

Minimum Qualifications

1. Possess a high school diploma or GED.
2. Prior work experience in an industrial/mechanical setting, operating, or working alongside backhoe, loader, forklift or related material handling equipment experience is preferred.
3. Possess a current and valid Class A CDL or ability to obtain within ninety (90) days of hire; and be insurable.
4. Must reside within a ten (10) mile radius of HU's warehouse facility located at 800 Sparkman Street NW, Hartselle, AL.
5. Ability to obtain and maintain Natural Gas Operator Qualification Training (OQT) as established by the APSC with 180 days of employment.
6. Ability to successfully complete Operator Qualification Training (OQT) modules and associated field evaluations applicable to this position.
7. Ability to obtain and maintain Alabama Grade I Water Distribution System certification and Grade I(C) Public Wastewater Collection Systems certification within five (5) years of employment.
8. Completion of CPR/First Aid training acceptable to HU.
9. Ability to travel as needed for work and training.
10. Ability to work non-standard hours and participate in HU on-call rotation schedule.
11. Ability to pass a pre-employment background check and random drug screenings.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 lbs., crouching, or crawling in restricted areas.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., working at great heights under extreme weather conditions, or similar situations where conditions cannot be controlled.