



**ADMINISTRATION**  
Human Resources

**JOB TITLE: UTILITY MAINTENANCE IV**

**DEPARTMENT: PUBLIC WORKS**

**JOB CLASS NUMBER: 6144**

**DIVISION: WPCC**

**REVISION DATE: 1.11.2024**

*Sean Y. B...*  
Acceptance - Department Head

**DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB:**

The Utility Maintenance IV is expected to perform various tasks under general supervision such as repairing and maintaining pumping equipment and pump stations for the sewer, storm water and water distribution system.

**EXAMPLES OF DUTIES:**

- Performs preventative maintenance on equipment such as greasing pumps and motors, packing pumps and inspecting check valves, etc.
- Performs routine repairs and replacements of equipment including removing and installing pumps, motors, air compressors, sump pumps and valves.
- Checks and cleans bar screens, trickling filters, sand filters, aerators and basins.
- Cleans all related work areas and equipment.
- Maintains logs of pump station operations and records readings from various meters and gauges.
- Performs routine building, equipment and ground maintenance as required.
- Works with chemicals including, but not limited to, Chlorine and Hydrogen Peroxide.
- Maintains records relating to work performed and completes work orders.
- Drives pickup trucks and other City vehicles as needed.
- Uses various hand and power tools.
- Performs other duties as described by supervisor.

**SPECIAL REQUIREMENTS:**

- Able to climb into and out of trucks.
- Able to climb up and down ladders.
- Able to work outdoors in extreme weather conditions with exposure to the elements.
- Able to work in small, cramped or confined spaces.
- Able to perform heavy manual labor including, but not limited to, lifting, shoveling, bending, twisting, pulling, crawling, and squatting.
- Available to perform after hours and weekend call out as required.
- Must maintain cooperative working relationships with other City employees.

**TRAINING AND EXPERIENCE:**

- Must have a high school diploma or GED from an accredited institution.



**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Able to read, write, and speak the English language at a high school graduate level.
- Able to communicate effectively verbally and in writing.
- Performs routine mathematical computations accurately.
- Knowledgeable in the proper operation and maintenance of pumps, motors, electronic controls, and related equipment.
- Experienced with plumbing installation and repairs
- Reads and interprets sewer and water construction plans and drawings.
- Accurately completes work orders in a timely manner.
- Able to use portable and truck radios according to FCC guidelines.
- Practices safe driving and observes safe workplace practices

**LICENSES AND CERTIFICATES:**

- Must possess and maintain a valid Louisiana Commercial Driver's License of the appropriate class
- Must obtain a Louisiana Class 1 certification within eighteen (18) months, Class 2 certification within twenty-four (24) months, Class 3 certification within thirty-six (36) months. Certification must be maintained while employed.

**Note:** Specific Louisiana certifications are related to the division where you work

- Sewer Department - requires Wastewater Collections certification
- Water Department - requires Water Distribution certification
- Water Pollution Control - requires Wastewater Treatment certification

**INTERNAL POSTING PERIOD:** 4/8 - 4/19/24  
Position posting goes public after 10<sup>th</sup> day.

#18 - #18137