

**UTILITY PERSON  
JOB DESCRIPTION**

General:

The utility person will work directly with the Superintendent to accomplish all manner of maintenance, repair, and monitoring activities on the Authority's public water and sewer systems. This position will be full time at 40 hours per week with an on-call rotation. This position will involve a great deal of physical activity. Successful candidate will be required to test and pass the state certification test for water or wastewater operator within two year's of employment.

Typical Duties:

1. Assist the Superintendent in completing service orders on customer accounts. These service orders will involve reading meters, establishing or terminating service, locating and repairing leaks, installing meters and remotes, or any other tasks necessary to establish and maintain reliable service to our customers.
2. Perform routine preventative maintenance such as lubrication, operating adjustments, cleaning, and painting in all areas of our physical plants and collection or distribution systems.
3. Perform any necessary corrective maintenance as required in all areas of our physical plants and collection or distributions systems.
4. Perform any necessary preventative maintenance or repairs on Authority vehicles.
5. Maintain maintenance records on all operating machinery, collection and distribution systems, and vehicles.
6. Assist the Superintendent in collecting test samples from the water distribution system.
7. Assist the Superintendent in monitoring all areas of the sanitary sewer collection system.
8. As directed by the Superintendent or Authority Manager, order chemicals, repair parts, tools, or other necessary supplies.
9. Grass mowing, trimming, and other landscaping duties at all of our plants, pump stations, storage tanks, and office.
10. Stand in as fill-in operator at our water and/or sewer treatment plants.
11. Assist in conducting safety inspections and follow routine safety rules.

Qualifications:

1. High School Graduate
2. Valid PA Driver's License
3. Must be able to pass a criminal records check
4. Must be able to lift at least 50 pounds
5. Close proximity to job location preferred

**TO THE APPLICANT:** I have reviewed the above list of job functions and believe that:

- I can fully perform all the functions with or without reasonable accommodations.
- I cannot perform all the functions. (Checking the box may result in your being disqualified for this position. Please explain below if there are additional considerations of which we should be aware. Do not volunteer any information about your age, sex, religion, race, national origin or disability).

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Signature \_\_\_\_\_

Date \_\_\_\_\_