



POSITION TITLE:	Leak Crew Utility Service Worker
SALARY RANGE:	\$15 - \$23 / HOUR
JOB CATEGORY:	NON-EXEMPT
DEPARTMENT:	OPERATIONS - LEAK

Purpose:

Leak Crew Utility Service Worker is responsible for grounds maintenance, system repairs, excavation equipment operation and meter installations or replacements. Leak Crew Utility Service Worker must maintain a state operator’s license or be directly supervised by a licensed operator.

Essential Duties and Responsibilities:

1. Assists with maintaining the Workplace Safety Program in conjunction with the managers/supervisors of all CCSUD departments.
2. Assists in the smooth and accurate flow of work orders placed with field operations.
3. Assists in the adherence to safe and friendly work practices by all personnel assigned to the field operations.
4. Provides excellent customer service.
5. Performs other related tasks as directed.

Essential Knowledge, Skills and Abilities

1. Education:
 - a. High School diploma or GED certification
 - b. Bilingual beneficial
2. Experience:
 - a. Field Utility work
3. Skills:
 - a. Must be able to earn applicable TCEQ licenses.
 - b. Must pass criminal background check, drug test, and qualified to drive company fleet.
 - c. Must have excellent communication skills both verbal and written.
 - d. Must have excellent organizational and planning skills; strong attention to detail and a high level of accuracy.
 - e. Must have excellent interpersonal skills, with the ability to interact with all levels of workers.
 - f. Must have a high level of capability to become totally proficient in the use of all of the tools required to do their job.
 - g. High degree of proficiency in problem analysis and assessment displaying good judgment and problem solving.
 - h. Must be self-motivated in order to complete job requirements without constant supervision.
 - i. Work and time management skills.
 - j. Information gathering and monitoring.
 - k. Initiative.
 - l. Integrity.
 - m. Adaptability.

Work Environment and Physical Demands

1. Shop environment. Work days: Monday through Friday. Hours: 8 AM – 5PM, except during emergencies and when requested by the Supervisors and Managers. This position requires on call hours and overtime.
2. Must have professional appearance, consistent with CCSUD Employee Policy Guide.

Disclaimer

This position description indicates the general nature and level of work expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.