



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street
WINSTED, CONNECTICUT 06098

JOB DESCRIPTION

Job Title: Utilityman IV
Department: Public Works (DPW)
Reports to: Assigned Foreman
Prepared by: Jim Rollins, Director of Public Works Paul Harrington, Town Manager August 28, 2023
Last Amended:
FLSA Status: Non-Exempt

GENERAL PURPOSE

A Utilityman IV performs a variety of highly skilled tasks in the construction, maintenance and repair of the water distribution, and sewer collection systems, as well as other departmental facilities; maintains complex mechanical equipment; works as a highly skilled mechanic in the ordinary repair of electrical/mechanical equipment, operates heavy equipment and does related work as required. Duties will include anything necessary for the success of the Winsted Water Works Team.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Performs a variety of highly skilled construction, repair and maintenance activities of pipes, valves, pumps, hydrants, switches, manholes, meters, controls, etc.
- Installs and repairs new water and sewer lines and meters.
- May operate heavy equipment at any location.
- Maintains and repairs tools, vehicles and equipment as instructed.
- Follow oral and written instructions, to start and complete projects.
- Participates in all work carried out by Winsted Water Works employees which includes, but is not limited to, construction, repair and maintenance of the water and sewer infrastructure.
- Conducts work in a manner that is safe for themselves, co-workers, and the public.
- Supervises contractors, subcontractors, vendors, volunteers, and other employees as assigned.
- Operates a snowplow with spreader during winter operations.
- Responsible, as assigned, for carrying a Town cell phone and for responding to issues as they arise as an “on call” employee.
- Conducts traffic flagging as assigned.
- Attends meetings and trainings as required.
- Performs other related functions as assigned or required.

QUALIFICATIONS

Education and Experience

- Possession of a high school or trade school diploma (or equivalent) with two years of construction experience and a significant working knowledge of safe methods of equipment, labor, and material use in the construction, maintenance, and repair of water and sewer infrastructure; or
- Any combination of education & experience that provides equivalent knowledge, skills, and abilities.

Necessary Knowledge, Skills, and Abilities

- Ability to operate light and heavy equipment, as outlined in this job description.
- Ability to carry out instructions furnished in oral, written, and diagrammatic form.
- Ability to read, understand and interpret complex plans, sketches, and specifications.
- Ability to establish and maintain effective and professional working relationships with co-workers, subcontractors, vendors, volunteers, interns, and the public.

- Ability to present self in a professional manner.
- Ability to notice and proactively address department needs.
- Ability & experience making, keeping, organizing, and using records and files.
- Ability to utilize basic current computer technology.
- Ability to communicate effectively in-person, over the phone, and via email.
- Ability to attend scheduled and unscheduled day, night, weekend, and holiday work and respond during natural disasters and emergencies.

Special Requirements

- Must have and maintain a Commercial Driver's License (valid in Connecticut). Restrictions: E, F, G, L, and Z are not acceptable.
- Must have and maintain considerable physical strength and stamina to perform required job duties on an ongoing basis (must be able to lift and carry 90 lbs., must be strong enough, agile enough and coordinated enough to dig with hand tools, climb in and out of trucks, equipment, trenches, and manholes and safely navigate jobsites with steep, slippery, uneven terrain for extended periods of time).
- Must have or obtain OSHA knowledge, experience, or training.
- Must have and maintain a Class II Distribution or a Class II Treatment License/Certificate at time of appointment and must obtain and maintain both within two years of hire date.
- Experience in plumbing, electrical or excavating is preferred.

TOOLS AND EQUIPMENT USED

Hand tools: Shovels, rakes, wrenches, screwdrivers, tape measures, hand saws, tubing cutters, ladders, levels, etc. Power tools: Compactors, power saws, jackhammer, tapping machine, etc. Safety equipment: Safety vests, safety glasses, ear plugs, respirators, hard hats, trench boxes, etc. Basic use of current computer technology: smartphone, tablet, laptop, desktop, navigate software programs, etc. Tech equipment: Pipe camera, multimeter, GPS, etc. Heavy equipment: Commercial dump/plow/sand truck, backhoe, loader, vac-truck, pipe jetter, etc.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

This job is primarily outdoor work (90%), utilizing mental and social skills as well as physical labor either individually or alongside co-workers. The work may involve heights, depths, confined spaces, noise, heat, cold, humidity, wet/muddy, or dusty conditions. Personal protective equipment will be provided. Must be able to lift and carry 90 lbs. Must be strong enough, agile enough, and coordinated enough to dig with hand tools, climb in and out of trucks and other large equipment, and safely navigate stairs and jobsites with steep, slippery, uneven terrain for extended periods of time. While performing the duties of this job, the employee is frequently required to communicate with others in-person and over the telephone. Must have ability to bend and reach to retrieve and replace files. Must be able to enter information accurately into the computer and maintain records. Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus to inspect documents, read instructions, and verify information. Required to drive to other town offices and sites under possible adverse weather conditions.

DISCLAIMER

The above description is illustrative of tasks and abilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Winchester and the employee and is subject to change as the needs of the Town and the requirements of the job change. Employees are governed by the Town's Personnel Policies and their contracts.