

## CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"): Vacant  
Work Phone: 266-4702
2. Class Title (i.e. payroll title): Water Utility Maintenance Worker
3. Working Title (if any):
4. Name & Class of First-Line Supervisor: Doug Van Horn, Maintenance Supervisor  
Work Phone: 266-4702
5. Department, Division & Section: Water Utility, Maintenance Section
6. Work Address: 110 S. Paterson St.
7. Hours/Week: 40  
Start time: 7:30 End time: 3:30
8. Date of hire in this position:
9. From approximately what date has employee performed the work currently assigned:

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10. Position Summary:

This is responsible, semi-skilled work in the maintenance, repair, modification, replacement and installation of Water Utility facilities equipment; including office buildings, wells, booster stations, spheres, tanks and reservoirs. Employees in this position are required to have knowledge and skills in multiple trades and expected to acquire Water Utility-specific knowledge and skills under the guidance of Water Utility Maintenance Mechanics 1 and 2; including mechanical, electrical, carpentry, instrumentation and laboratory work.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

- 40% A. Maintenance of water treatment equipment
  1. Assist in the troubleshooting, repair, maintenance and installation of chlorinator systems
  2. Assist in the troubleshooting, repair, maintenance and installation of fluoridation systems
  3. Assist in the troubleshooting, repair, maintenance and installation of chlorine analyzers
  4. Assist in the cleaning of VOC air stripping equipment
  5. Assist in the cleaning of filtration iron/manganese "sludge pits"
- 30% C. Maintenance of facilities
  1. Assist in the troubleshooting, repair, maintenance and installation of HVAC systems
  2. Assist in the installation and repair of facilities and treatment equipment plumbing
  3. Assist in the repair and maintenance of a variety of roofing
  4. Assist in window and door replacement
  5. Assist with tuck pointing, masonry repairs and caulking of various facilities
- 20% A. Maintenance of pumping equipment
  1. Assist in the repair, replacement and maintenance of deep well pumps
  2. Assist in the repair, replacement and maintenance of booster pumps

3. Assist in the repair, replacement and maintenance of valves (pneumatic, electric and manual)
4. Assist in the straightening and checking of line shaft
5. Assist in the installation of flow meters

5% D. Maintenance of reservoirs

1. Assist with the cleaning & sanitation of reservoir interiors
2. Assist in repair and maintenance of reservoir roofing
3. Assist in the cleaning, maintenance and repair of reservoir exteriors
4. Assist in the installation and repair of reservoir hatch security

5% E. Miscellaneous projects

1. Assist in the rehabilitation of well/borehole
2. Assist in the installation of new equipment as needed (HVAC, treatment equipment, pumping equipment, etc)
3. Assist in the rehabilitation of well pumping equipment

12. Primary knowledge, skills and abilities required: Working knowledge of the methods, practices, tools and materials used in general maintenance and repair work including: HVAC, electrical, plumbing and carpentry. Working knowledge of general safety procedures as well as confined space entry and fall protection safety procedures. Ability to perform a wide variety of semi-skilled maintenance tasks: minor painting, carpentry, plumbing, roofing and electrical work. Ability to work safely in confined spaces and at heights. Ability to work with caustic and potentially hazardous chemicals safely and effectively; fluorosilicic acid, sulfuric acid, chlorine and chlorine gas, and others as required. Ability to perform a variety of semi-skilled tasks and work from a variety of plans; blueprints, rough sketches, etc. Ability to work closely with others as well as independently. Ability to communicate effectively both orally and in writing. Ability to exercise sound judgment. Ability to maintain effective working relationships. Ability to maintain adequate attendance. Ability to operate a motor vehicle. Ability to wear a safety harness when needed. Ability to operate a computer.

13. Special tools and equipment required: Micrometers, multi-meter, vacuum pump and gauges, Carpentry tools, variety of saws and drills. Wide variety of power tools. Plumbing tools, torches, drain cleaning/clearing equipment. Confined space and fall protection safety equipment. Laptop and desktop computer.

14. Required licenses and/or registration: Valid Driver's License

15. Physical requirements: Ability to lift 25lbs repeatedly, 50-75lbs frequently and heavier objects occasionally. Ability to engage in strenuous activity consistent with the trade involved (including bending, stooping, twisting, climbing ladders, etc). Ability to work at height of 100 feet or more on Utility facilities. Ability to work outdoors in adverse weather conditions.

16. Supervision received (level and type): General supervision

17. Leadership Responsibilities:

This position: ☐ is responsible for supervisory activities (Supervisory Analysis Form attached).  
☒ has no leadership responsibility.  
☐ provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- ☐ I prepared this form and believe that it accurately describes my position.
- ☐ I have been provided with this description of my assignment by my supervisor.
- ☐ Other comments (see attached).

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
DATE

19. Supervisor Statement:

- ☒ I have prepared this form and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- ☐ I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- ☐ I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- ☐ Other comments (see attached).

\_\_\_\_\_  
SUPERVISOR

\_\_\_\_\_  
DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.