

DISTRIBUTION MECHANIC

JOB DEFINITION

A RESPONSIBLE POSITION CONSISTING OF DIVERSE SKILLED AND UNSKILLED DUTIES REQUIRED TO INSTALL AND MAINTAIN THE CITY WATER AND SEWER SERVICE SYSTEM. UNDER THE DIRECT SUPERVISION OF THE SUPERINTENDENT OF UTILITIES DISTRIBUTION OR AN ASSIGNED SUPERVISOR

PRINCIPLE DUTIES

PERFORMS MANUAL AND TECHNICAL TASKS THAT REQUIRE PHYSICAL STAMINA AND THE USE OF COMMON HAND TOOLS AND EQUIPMENT, THEIR MAINTENANCE AND GENERAL APPLICATIONS. SOME EXAMPLES OF THESE DUTIES ARE:

- ! CUT, INSTALL, REPAIR, AND MAINTAIN PLASTIC PVC SLIP-JOINT PIPELINES FOR WATER SERVICE.**
- ! OPERATE AND MAINTAIN SIMPLE MACHINERY SUCH AS A TAMPING MACHINE, SAWS AND OTHER SIMPLE POWER TOOLS.**
- ! FIX LEAKS, TEAR OUT OLD LINES, AND PREPARE FOR NEW SERVICES.**
- ! GRADE, CLEAN AND DIG TRENCHES MANUALLY WITH SHOVEL, WHEN ADJUSTMENTS ARE NECESSARY.**
- ! CONNECT WATER AND SEWER SERVICES.**
- ! OTHER DUTIES AS ASSIGNED FROM TIME TO TIME.**

JOB QUALIFICATIONS

- ! MUST BE AT LEAST 18 YEARS OF AGE.**
- ! MINIMUM EDUCATION OF A HIGH SCHOOL DIPLOMA OR EQUIVALENT WITH GOOD WRITTEN AND ORAL COMMUNICATION SKILLS KNOWLEDGE OF GENERAL MATH AND ITS APPLICATION.**
- ! MUST BE ABLE TO DRIVE MANUAL SHIFT TRUCK.**
- ! COMPLETION OF CITY EMPLOYMENT APPLICATION.**
- ! PASS BACKGROUND CHECK INCLUDING PERSONAL AND PREVIOUS EMPLOYMENT REFERENCES, CRIMINAL HISTORY, AND MVR.**
- ! PASS JOB RELATED CITY PHYSICAL EXAMINATION.**
- ! MUST HAVE VALID APPLICABLE GEORGIA DRIVERS LICENSE WITH CLEAN DRIVING RECORD.**
- ! MUST FOLLOW ESTABLISHED SAFETY RULES AND CITY AND DEPARTMENTAL POLICIES AND PROCEDURES.**
- ! MUST ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIP WITH OTHER EMPLOYEES, SUPERVISORS AND THE GENERAL PUBLIC**

DESIRED JOB CHARACTERISTICS

- ! PUNCTUAL AND DEPENDABLE, WITH EXCELLENT ATTENDANCE BACKGROUND.
- ! NEAT AND CLEAN IN APPEARANCE.
- ! PERFORM ARDUOUS TASKS FREQUENTLY UNDER STRENUOUS, ADVERSE CONDITIONS.
- ! KNOWLEDGE HAVE OR THE ABILITY TO EASILY LEARN THE CITY STREET SYSTEM AND PHYSICAL LAYOUT AND ADJACENT AREAS.
- ! MUST BE ABLE TO WORK SCHEDULED DEPARTMENT HOURS AND OVERTIME WHEN REQUIRED.

SIGNATURE

DATE

JD.PW-WS-DIST MECH.WPD
REVISED 10/28/94, 5/22/95, 2/15/99, 1/14/02

JOB TITLE: DISTRIBUTION MECHANIC
EEO CLASS#: 8 LABORER (APPTRAK)

EEO CLASS#: 7 (ABRA)
EEO CLASS: SKILLED CRAFT
EEO4: UTILITIES/TRANSPORTATION

**FOR
PUBLIC WORKS / WATER / DISTRIBUTION MECHANIC**

TOTAL NUMBER OF HOURS SPENT, OR COULD BE SPENT ON THE JOB IN THE FOLLOWING ACTIVITIES:

SITUATION	AT ONE TIME	ENTIRE WORK DAY
SITTING:	1 TO 2 HOURS	3 TO 4 HOURS
STANDING:	1 HOUR OR LESS	3 TO 4 HOUR
WALKING:	1 HOUR OR LESS	3 TO 4 HOUR

REPETITIVE USE OF HANDS:

{OPERATION OF TOOLS & EQUIPMENT, OCCASIONAL DRIVING}

SITUATION	SIMPLE GRASPING	PUSHING / PULLING	FINE MANIPULATION
RIGHT:	YES	YES	YES
LEFT:	YES	YES	YES

REPETITIVE USE OF FEET:

{DRIVING, OPERATING, ETC.}

SITUATION	RESULTS
RIGHT:	YES
LEFT:	YES
BOTH:	YES

FREQUENCY OF THE FOLLOWING ACTIVITIES ON THE JOB:

LIFTING:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
UP TO 15 LBS.:	X		
16 TO 30 LBS.:	X		
31 TO 50 LBS.:	X		
50 PLUS LBS.:	X		

CARRY:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
UP TO 15 LBS.:	X		
16 TO 30 LBS.:	X		
31 TO 50 LBS.:	X		
50 PLUS LBS.:	X		

**PHYSICAL DEMANDS AND EXPOSURES
FOR
PUBLIC WORKS / WATER / DISTRIBUTION MECHANIC**

SITUATION	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
BEND:		X	
SQUAT / CROUCH:		X	
CLIMB:	X		
TWIST / TURN		X	

PSYCHOLOGICAL DEMANDS:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
MENTAL STRESS:			X
WORKING W / OTHERS			X

(DRIVING, OPERATION OF TOOLS & MACHINERY)

AUDIO / VISUAL NEEDS:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
HEARING:			X
NEAR VISION:			X
FAR VISION:			X
PERIPHERAL VISION			X
DEPTH PERCEPTION			X
COLOR DISCRIMINATION *			X

*** (ONLY AS APPLIES TO DRIVING A VEHICLE)**

EXPOSURE TO THE FOLLOWING:	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
VIBRATION	X (TRUCK & TOOLS)		
UNPROTECTED HEIGHTS	X		
MOVING MACHINERY	X		
INCLEMENT WEATHER	X		
EXTREME HEAT	X		
DUST, FUMES, GASSES	X		
POLLEN, PLANT MATTER		X	
GRASSES		X	

PLEASE SIGN AND DATE BELOW, ACKNOWLEDGING THAT YOU HAVE READ AND UNDERSTAND THE ATTACHED JOB DESCRIPTION AND PHYSICAL DEMANDS AND EXPOSURES FORMS, AND THAT YOU CORRECTLY ANSWERED THE LAST QUESTION ON PAGE TWO (2) OF THE EMPLOYMENT APPLICATION FORM AS RELATED TO THIS INFORMATION.

SIGNATURE

DATE

PHY-P/W-WATER/DISTMECH.WPD
REVISED 9/06