

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, THE 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

GRADE 9

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

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

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

<i>SITUATION</i>	<i>AT ONE TIME</i>	<i>ENTIRE WORK DAY</i>
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}

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

REPETITIVE USE OF FEET: {DRIVING, OPERATING, ETC.}

<i>SITUATION</i>	<i>RESULTS</i>
RIGHT:	YES
LEFT:	YES
BOTH:	YES

FREQUENCY OF THE FOLLOWING ACTIVITIES ON THE JOB:

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

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

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

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

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

(DRIVING, OPERATION OF TOOLS & MACHINERY)

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

*** {ONLY AS APPLIES TO DRIVING A VEHICLE}**

<i>EXPOSURE TO THE FOLLOWING:</i>	<i>OCCASIONALLY</i>	<i>FREQUENTLY</i>	<i>CONTINUOUSLY</i>
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