

CITY OF DAWSONVILLE

UTILITIES MAINTENANCE OPERATOR



UT/7
Non-Exempt
505 Enterprise

JOB SUMMARY

This position performs skilled technical work in the maintenance, repair, and operation of the City's water and wastewater systems. Working under general supervision, the role ensures efficient system performance and supports the safe and reliable delivery of public utilities through both routine and specialized maintenance tasks.

MAJOR DUTIES AND RESPONSIBILITIES

- Inspect, maintain, and repair water and wastewater infrastructure, including mains, valves, hydrants, manholes, lift stations, pumps, and reservoirs.
- Install, read, test, and repair water meters; perform hydrant testing and maintain storage facilities.
- Diagnose and repair mechanical, electrical, and hydraulic issues in treatment and pump stations.
- Perform preventative maintenance on vehicles, tools, and heavy equipment.
- Maintain accurate records of repairs, inspections, and maintenance activities.
- Set up traffic control and follow all city and safety regulations while performing field work.
- Respond professionally to customer service requests, leaks, and utility emergencies.
- Attend required training and maintain necessary certifications.
- Responds to emergency situations and may be recalled to duty during weather events, system failures, or other emergencies.
- Maintain cleanliness and distribute or collect garbage cans for new or terminated customer accounts.
- Employment is subject to background checks, drug and alcohol testing, and verification of qualifications and licenses.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of materials, tools, equipment, and methods used in water and wastewater system installation, maintenance, and repair.
- Knowledge of sewer lift station and pump station operation, maintenance, and repair practices.
- Understanding of mechanical, electrical, and hydraulic systems in utility operations.
- Ability to read blueprints, maps, and work orders.
- Strong communication and team work skills.
- Ability to work safely in confined spaces, trenches, and varying outdoor conditions.
- Knowledge of department and city policies, as well as applicable federal, state, and local regulations, including occupational safety procedures and safe work practices.
- Ability to understand and follow oral and written instructions.
- Ability to remain calm and make sound decisions in emergency or stressful situations.

SUPERVISORY CONTROLS

The Utilities Operations Manager assigns work with general instructions and reviews work through performance evaluations, reports, and observation of activities. Completed tasks are spot-checked for accuracy, compliance with procedures, and overall quality of results.

GUIDELINES

Work is performed in accordance with department and city policies, standard operating procedures, safety regulations, and applicable federal, state, and local laws. Employees are expected to exercise judgment in selecting appropriate methods and procedures for specific tasks.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied technical maintenance duties under the guidance of a fully licensed operator. The necessity of working around high-pressure water, live underground utilities, confined spaces, deep trenches and heavy traffic contributes to the complexity of the position.
- The work consists of, but is not limited to, the major job duties and related maintenance responsibilities. The need for attentiveness contributes to the complexity of the position.
- The purpose of this position is to provide support and maintain grounds work for city beautification and enhancement. Success in this position contributes to the attentiveness and efficiency of those operations.

CONTACTS

- Contacts are typically with co-workers, plumbers, engineers, vendors, other city personnel, and the general public.
- Contacts are typically to give or exchange information, to resolve problems, or to provide services.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- Perform physical labor, including lifting up to 50 lbs., climbing, bending, and standing for extended periods.
- Work outdoors in various weather conditions and around hazardous materials or equipment with moving parts.
- Use of protective gear such as gloves, eye and hearing protection, and respirators required. Work may involve exposure to machinery with moving parts, high noise levels, infectious materials, and chemicals used in treatment processes. Appropriate personal protective equipment—such as masks, goggles, gloves, and hearing protection—must be worn as required.
- Tasks often demand the use of fine motor skills, color differentiation, and a strong sense of smell for system monitoring and troubleshooting.
- Effective communication and composure under stressful or emergency situations are essential.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- High school diploma or equivalent.
- Experience in water or wastewater system maintenance preferred.
- Valid Georgia driver's license required; CDL Class A or B preferred or ability to obtain within specified timeframe.
- Willingness to work variable shifts, including nights, weekends, and emergency call-backs.

LICENSES AND CERTIFICATIONS

- Valid Driver's License and a satisfactory Motor Vehicle Record (MVR)
- Commercial Driver's License (CDL) Class A or B preferred.
- Water Distribution and/or Wastewater Collection System Operator Certification (State of Georgia) preferred.
- Must obtain Class 4 Water and Class 4 Wastewater certifications within two years of hire.

SALARY RANGE

- Salary is commensurate with qualifications and experience.
- The City of Dawsonville offers a competitive benefits package, including health insurance, retirement plan, paid leave, and opportunities for professional development.