

City of Mission Job Description

Job Title: **Pipelayer Laborer**



Classification: **Non-Exempt**

Department: Public Works

Division: Water Distribution

Supervisor: Wa & Wastewater Supervisor

Effective: 08/07/2012

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**I. JOB SUMMARY**

The individual is responsible for repairing and installing water lines, sewer lines, and water meters. Provide service to broken water and sewer lines. Install and repair manholes. Maintains area around pumps stations and pipelines. Tap main water line and provide water service to individual meters. Load and unloads materials, tools, and equipment onto and from trucks by hand. Cuts brush and clears ground around pipe. Maintains surface pipe using pick, steel brush, and spray gun. Assists in carrying and laying of feeder pipes. Cleans precipitates such as catch basin and grit chamber using shovel, rake, and hand pump. Lubricates equipment, such as pumps and valves. Opens and closes gates and valves according to gates readings or warning lights on equipment and other duties assigned. Reports to supervisor on areas worked as directed. This position has no supervisory responsibilities. Individual will be performing other assigned duties by supervisor/department head when needed.

**II. EDUCATION/EMPLOYMENT REQUIREMENTS**

- High school diploma or GED preferred.
- Must have oral and written communication skills in English to at least the 9<sup>th</sup> grade level (to include correct spelling).
- One (1) year experience in construction, preferred, or the ability to learn the job through on-the-job training.
- Knowledge of proper sequence of activities required to perform the job.

**III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject of a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screening administered by the City of Mission doctor.
- Applicant must have a current valid class "B" CDL driver's license from the Department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.
- Applicant must meet all other department and City employment standards.

**IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to follow a firm work schedule as directed by supervisor.
- Ability to deal with public relation issues and various types of citizen inquiries tactfully, courteously, and in a business manner.
- Ability to follow instructions orally or in written form and perform tasks with little or no supervision.
- Ability to establish and maintain an effective working relationship with co-workers and supervisor.



- Ability to perform work that is routine and detailed.
- Ability to speak and write clearly and accurately (to include correct spelling).
- Ability to move hands easily and skillfully to handle/operate tools and/or machines to perform required tasks.
- Ability to understand city policy and procedure in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to follow verbal instructions that require individual thought to complete the tasks or a series of tasks.
- Ability to perform activities of a routine, concrete, or organized nature.
- Ability to make decisions based on available data/criteria, laws and regulations, or city policy.
- Ability to handle special projects of diverse nature as assigned.
- Ability to read and interpret documents such as safety rules and city policy procedures.

#### **V. ESSENTIAL JOB FUNCTIONS**

- Install and/or repair water and sewer lines as assigned or directed.
- Tap main water line as directed or assigned.
- Cleans grounds around pipelines using pick, shovel, wheelbarrow, and ax as scheduled or assigned.
- Cleans surface pipes with scrapers and steel brushes as directed or assigned.
- Loads and unloads tools and equipment onto and from truck as directed.
- Push/pull with approximately 65 pounds of force to use wheelbarrow.
- Pick up trash or debris from grounds as scheduled or assigned.
- Repair and maintain tools and equipment.
- Lubricates equipment such as pumps and valves as scheduled or directed.
- May dig holes or drainage ditches using shovels and/or picks.
- Place safety barrier (s) around worksite as appropriate to protect the worker and the general public.
- Perform all job functions with special attention to good public relations, safety, health, and proper procedures.
- Follow a specific work schedule as directed.
- Keep a sufficient inventory of materials, tools, and equipment on site to perform job requirements without interruption.
- Maintain security of the city property in accordance with city policy and procedure.
- Understand City of Mission policy and procedures as related to the job.
- Locate, remove manhole covers, and inspects sewer line to locate stoppage or leaks as scheduled or assigned.
- May collect samples of sewage for testing purposes as assigned or directed.



**VI. NON-ESSENTIAL JOB FUNCTIONS**

- Attend meetings when necessary.

**VII. EQUIPMENT/MATERIALS**

Safety equipment/materials to include but not limited to the following:

- Pipelines, Bore machine, Hydraulic hose
- Chemical solutions
- Wheelbarrow
- Scrapers, Ax steel brushes
- Spray gun, Hand pump, Paints, Paint brushes
- Shovel, Pick, Rake, Valves
- Uniform, Hard Hat, Gloves
- Two-way communication system
- Policy and Procedure handbook

**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)	X			
Work near moving mechanical parts			X	
Work in high, precarious places		X		
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions				X
Extreme cold (non-weather)				X
Extreme heat (non-weather)				X
Risk of electrical shock			X	
Work with explosives	X			
Risk of radiation	X			
Vibration			X	
Explosives	X			

**IX. MANUAL DEXTERITY**

Fine and gross hand manipulation is required to perform job functions as Pipe Layer Laborer. Fine finger dexterity is required to grip tools to lay pipes.



**X. PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING MATERIALS**

Tasks	Weights	Frequency	Performance
<b>LIFTING</b>	Up to 5 lbs	O	Pipes wrenches to replaces pumps, floor to knuckle level.
	6-10 lbs	O	Tools and sewer covers.
	11-20 lbs	O	Pipes, odor blocks, floor to knuckle level.
	21-25 lbs	N/A	
	26-50 lbs	O	Pumps for replacement of repairs.
	51-75 lbs	N/A	
	76-100 lbs	O	Sewer covers, lift station lids floor to knuckle level.
	Over 100 lbs	N/A	
<b>CARRYING</b>	Up to 5 lbs	O	Pipes wrenches to replace pumps, floor to knuckle level up to 10 ft.
	6-10 lbs	O	Tools and sewer covers up to 10 feet.
	11-20 lbs	O	Pipes, odor blocks, floor to knuckle level, up to 20 lbs.
	21-25 lbs	N/A	
	26-50 lbs	O	Pumps for replacement or repair, floor to knuckle, to 20 lbs.
	51-75 lbs	N/A	
	76-100 lbs	O	Sewer covers, lift station lids floor to knuckle level, up to 5 lbs.
	Over 100 lbs	N/A	
<b>PUSHING/PULLNG</b>	Up to 5 lbs	N/A	
	6-10 lbs	N/A	
	11-20 lbs	N/A	
	21-25 lbs	N/A	
	26-50 lbs	N/A	
	51-75 lbs	N/A	
	76-100 lbs	N/A	
	Over 100 lbs	N/A	

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

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**NON-MATERIAL HANDLING ACTIVITIES**

Tasks	Frequency	Performance
<b>CLIMBING</b>	<b>O</b>	Iron latter to access drive staff and pumps up to 25 ft.
<b>STOOPING</b> (bending at waist)	<b>O</b>	Raise cover from lift station.
<b>KNEELING</b> (one or both knees)	<b>O</b>	Visual inspection of lift station.
<b>CROUCHING</b> (bending at hips/knees)	<b>O</b>	lift sewer covers.
<b>CRAWLING</b>	<b>N/A</b>	
<b>REACHING</b>	<b>F</b>	Prime lift station pumps, partial to full arm extension.
<b>TWISTING/TURNING</b> (rotation)	<b>F</b>	Drive to 30 lift stations per work shifts.
<b>HANDLING</b> (manipulated objects)	<b>F</b>	Tools, pipes, steering wheel in City of Mission truck.
<b>STANDING</b>	<b>F</b>	Prime lift station pumps and clear sewer lines.
<b>WALKING</b>	<b>F</b>	Search for sewer covers and inspect sewer stoppage.
<b>SITTING</b>	<b>F</b>	Drive to 30 lift stations.
<b>FINGERING</b> (finger dexterity)	<b>N/A</b>	
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Both hands to grips tools, pipes and pumps utilizing moderate to heavy force.

**N-Never O-Occasional 1-33% F-Frequently 34-66% C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date