



## JOB DESCRIPTION FORM

Division/Department	Operations - Retail
Location	Columbus Service Center
Job Title	Utilityman
Reports to	Division Superintendent

Level/Grade <u>7H</u>	Type of position: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Hours <u>40</u> / week <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt
Job Code <u>73</u>		

### POSITION DESCRIPTION

The Utilityman is responsible for installation, repair and maintenance of District owned water heaters to city code. The Utilityman also provides building maintenance as required.

### EDUCATION AND EXPERIENCE

- High school degree or equivalent education
- Efficient with computers
- Basic knowledge of electricity and plumbing
- Maintain a valid Nebraska driver's license with a responsible driving record

### ESSENTIAL JOB FUNCTIONS

- Install, repair, and perform maintenance on water heaters
- Perform radio tower checks, fire system checks and substation checks
- Perform janitorial services to include restrooms, grounds, trash collection and floor care
- Responsible for noting and performing building repairs and maintenance
- Perform service orders for electric meters

### NON-ESSENTIAL JOB FUNCTIONS

- Deliver mail between office sites
- Cover secretarial duties as necessary
- Assist with electronic mapping system
- Attend all safety meetings and serve on committees as requested
- Perform other duties assigned

### WORK ENVIRONMENT

- Ability to work outside regular business hours; including during emergency situations
- Possess good physical health to work for extended periods with limited rest times
- Ability to use basic tools
- Ability to work in difficult working conditions

**PHYSICAL ACTIVITY REQUIRED**

<b>LIFTING</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
10 lbs			x	
11-15 lbs			x	
26-50 lbs			x	
51-75 lbs			x	
76-100 lbs			x	
+100 lbs		x		

<b>SEEING</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
Near Vision			x	
Far Vision			x	
Color Vision			x	

<b>VERBAL COMMUNICATION</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
			x	

<b>REACHING</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
Out			x	
Overhead			x	
Low (below knees)			x	

<b>CLIMBING</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
Stairs			x	
Ladder		x		
Other		x		

<b>AGILITY</b>	<b>Never</b>	<b>Occ</b>	<b>Freq</b>	<b>Cont</b>
Balancing			x	
Bending Over			x	
Carrying			x	
Crawling		x		
Eye/Hand/Foot Coordination			x	
Grasping			x	
Kneeling			x	
Pulling			x	
Pushing			x	
Sitting			x	
Standing			x	

REVIEWED BY DAN HELLBUSCH *Title* V.P. OF OPERATIONS

APPROVED BY NEAL SUESS *Title* PRESIDENT/CEO

DATE APPROVED AUGUST 6, 2008

REVISED DATE 4/5/2019, 12/22/2016