

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Apprentice Storm Water Maintenance Operator	<b>Job Code:</b> 2556
<b>Date:</b> June 25, 2024	<b>EEO Code:</b> SM
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is apprentice-level maintenance work with responsibility to learn and assist in the construction, operation, and upkeep of the Provo City storm water system.

**CLASSIFICATION STANDARDS:** Positions allocated to this classification are responsible to a designated crew supervisor or the Storm Water Operations Manager and perform all tasks under very close supervision. This work is distinguished by its apprentice-level knowledge and skill and on-the-job learning. *Note: Employees are eligible for career series advancement as directed by policy.*

**ESSENTIAL DUTIES:** Assist with the following duties: operate and maintain storm drain system; clean and repair pipes, trash racks, inlet and diversion structures, pump stations, sump pumps, and other system facilities; place traffic cones, signs, and barricades for the protection of employees and members of the public; perform minor maintenance and repair of equipment; keep records; identify abnormal conditions and resolve basic operation issues; prepare ditches and lay pipe; build head gates; thaw frozen pipes; repair pipe leaks; clean and maintain storm drains and irrigation ditches; mix and finish cement; perform field investigations relating to the size and location of storm drains and irrigation culverts; prepare and maintain property lists and work schedules; maintain water flow schedules; confer with water users on issues; may maintain, repair, install, and/or excavate water mains, service lines, fire hydrants, valves, water meters, fountains, and sprinklers; follow safety protocols; perform snow removal operations; assist others as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** High School Diploma or equivalent and 1 year of experience in general construction, maintenance, semi-skilled craft or trade or work demonstrating mechanical aptitude.

**License(s)/Certification(s):** A valid, lawful Driver License is required. A Flagger Certificate is required within the first 6 months of hire.

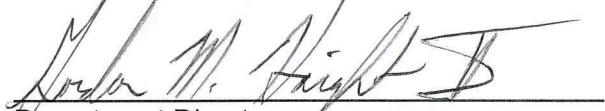
**SELECTION FACTORS:** *Knowledge of:* techniques used in the installation, repair, and maintenance of storm drains, irrigation systems, and related structures; related laws, codes, rules, and regulations governing functions of the position; the requirements of the City's NPDES permit; electrical and mechanical operations and maintenance of pump stations; basic English composition, spelling, and grammar; policies and procedures established for the work system and basic maintenance safety procedures, traffic control, flagging, and PPE use; operations, functions, and terminology common to the work; erosion control and stormwater quality practices. *Skill in:* entering confined spaces; safely using various power tools, hand tools, and other heavy equipment in hazardous environments; recognizing potential dangers and responding appropriately; assisting with troubleshooting electrical and mechanical issues; reading engineered plans and profile drawings; practicing trust-building behaviors. *Ability to:* quickly and accurately perform work; learn and repair pumps and pump stations; learn to troubleshoot and repair the SCADA system; learn and operate process equipment; learn and recognize changes in normal conditions and investigate causes; communicate effectively both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances and always maintain effective working relationships; organize assigned work and develop effective work methods; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers,

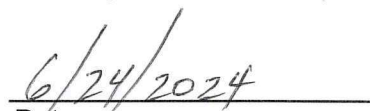
customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Radio, mobile device, motor vehicle, backhoe, front-end loader, boom truck, road cutting machine, tap machines, jackhammer, jet/vac truck, dump truck, excavator, various hand tools, SCADA, general office equipment and word processing software, specialized software, PPE, and other work-related equipment.

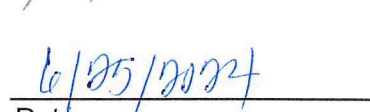
**PHYSICAL DEMANDS:** Requires sufficient physical strength, agility, and vision to perform the work, including lifting up to 50 lbs., driving vehicles and heavy equipment, carrying, bending, stooping, walking over rough terrain, entering confined spaces, and climbing ladders.

**ENVIRONMENTAL FACTORS:** Requires exposure to adverse weather conditions, heavy traffic, noise, odors, dark and damp spaces, confined entry, dangerous chemicals, and other hazardous conditions. *Note: Employees of this classification may be subject to on-call status and working weekends and holidays.*

  
\_\_\_\_\_  
Department Director

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier version.