



CITY OF RUTLAND  
DEPARTMENT OF PUBLIC WORKS  
RUTLAND, VERMONT

## Job Description

### Maintenance Person

Supervisor: Foreman

Hours: 7:30 am – 3:30 pm

Grade: 7

Division: Water Distribution

Union Position

Section: A

#### Summary of Duties and Responsibilities:

#### Specific Duties and Responsibilities:

- Installs new water main, valves, hydrant, and services. Operates tapping machine for mains and services. Becomes familiar with various types of pipes in city system and related fittings; caulked, mechanical, etc., and proper conditions.
- General knowledge of location of mains and valves.
- Maintains knowledge of inventory of spare parts and new fire hydrants.
- Must have a working knowledge of the design and operation of all fire hydrants owned by the City.
- Inspects, repairs, tests, installs, and maintains fire hydrants and water mains and appurtenances as required.
- Flushes mains and hydrants when necessary.
- Thaws out hydrants in the winter months.
- Responsible for up-keep of machinery and safe operation.
- Tests to determine cause of malfunctions and disassembles, cleans, adjusts, and repairs water meters.
- Disassembles meter using hand tools.
- Repairs or replaces warped or broken discs and gears.
- Performs related work as required.

**Minimum Qualifications:**

**Education:**

- Graduation from a senior high school or equivalent combination of education and/or experience.

**Experience:**

- Minimum one (1) year practical experience as maintenance helper (water) and/or two (2) years previous experience in water distribution related work.

**Other:**

- Valid Vermont CDL driver's license.

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Commissioner of Public Works

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AFSCME Chapter Chair

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Date