

**CITY OF CUMMING**  
**DEPARTMENT OF UTILITIES**  
**CONSTRUCTION AND STORM WATER DIVISION**  
**FIRE HYDRANT & VALVE EXERCISER CREW MEMBER**

**GENERAL NATURE OF WORK**

This is technical work involving the exercising of water valves within the City's Water and Sewer Service Area and operation and maintenance of the Department of Utilities Geographic Positioning System (GPS) database, water system map, sewer system map, and stormwater system map. Also includes technical work of recording and inputting data into the City's SEMS program. Duties are performed under the limited supervision of the Assistant to the Director of Utilities.

**EXAMPLES OF WORK**

- Works with other Departments and Divisions in the collection of locational data, such as but not limited to water meters, manholes, water valves, pump stations, force mains, air release valves, and easements.
- Collects Geographic data using GPS satellites and GPS receiver which includes coordinates for all City infrastructure within the City's Water and Sewer System.
- Performs research to determine the location of older, existing utilities. Obtains this information either from drawings or veteran employees.
- Provides mapping data to the Assistant to the Director for inclusion in the City's sewer, storm and water maps. Suggests changes as needed.
- Keeps abreast of technological advances. Conducts research to identify technical solutions for application suitability.
- Keeps all ESRI, GPS, SEMS and other associated programs up to date.
- Maintains equipment as per manufacturer's recommendations which includes but is not limited to the City's GPS devices and software, GIS software and associated computers
- Assists with the implementation of the City's Marker Ball program.
- Performs and Maintains accurate records regarding the Valve Exercising Program.

- Maintains accurate records regarding the quality of water valves exercised each calendar year.
- Works closely with the Assistant to the Director on other projects within the Department of Utilities. Upon request, makes field checks or performs tests to provide data for existing systems and new installations.
- Maintains all equipment assigned. This includes, but is not limited to maintaining vehicles according to manufacturer's recommendations.
- Assists the Assistant to the Director with addressing customer complaints both via telephone and in person.
- Maintains good public relations with water and sewer customers, contractors, and developers.
- Assists with coordinating and notifying customers who will be affected by an interruption in water and/or sewer service.
- Complies with all safety rules, regulations, and requirements of the City of Cumming and the Construction and Stormwater Division.
- Completes other duties as assigned.

### **NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES**

- Thorough understanding of Water Distribution and Wastewater Collection Systems.
- Thorough understanding of the parts and materials used in Water Distribution and Wastewater Collection Systems.
- Operating applicable computer hardware, operating systems, and software
- Operating the most current edition of ArcGIS, Trimble GPS software, Word, Excel, Outlook, and Powerpoint.
- Operating a Trimble GPS device and other GPS equipment.
- Understanding and applying basic surveying techniques and cartography principles.
- Interpreting and understanding plans and blueprints.
- Conducting research
- Ability to read and understand plans and blueprints.
- Good communication skills both written and oral. This includes the ability to communicate effectively with other employees, engineers, surveyors, developers, property owners, contractors, subcontractors, and the general public.
- Ability to operate under limited supervision.

### **DESIRED EDUCATION, TRAINING, AND EXPERIENCE**

Graduation from a standard high school, vocational school, or willingness to obtain GED. Valid Georgia Drivers License. Must have three years of experience related to GPS or CAD software; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. College or vocational school degree in computer aid drafting or surveying preferred.

### **MINIMUM PHYSICAL REQUIREMENTS**

Must be able to exert up to 100 pounds of force occasionally and 10 pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

**FSLA Status:** Non-Exempt

*This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer without notice as the needs of the employer and/or requirements of the job change.*