



TERRY F. BELL
MAYOR

DARRYL GREEN
UTILITY DIRECTOR

POSITION AVAILABLE

The City of Henderson, Tennessee Utility Department will be accepting applications for the following position:

UTILITY WORKER I

Applications will be accepted until the position is filled. Residence within 15 miles of Henderson City Hall is required within one year after employment begins. Applications and Job Descriptions may be picked up at the Henderson Utility Department inside City Hall, located at 121 Crook Ave., or requested by phone at (731) 989-3503. They can also be found on the city website at www.hendersontn.gov.

Completed applications should be returned to HR at City Hall or may be returned via email to hr@hendersontn.gov

The City of Henderson is an Equal Opportunity Employer. It is the policy of the City of Henderson not to discriminate on the basis of race, color, national origin, age, sex, or disability in its practices, programs, services, or activities.



JOB DESCRIPTION

JOB TITLE: Utility Worker – General Job Description

DEPARTMENT: Utility, Field Operations

REPORTS TO: Crew Leader

PRINCIPAL PURPOSE OF JOB: A Utility Worker, applies knowledge of water, natural gas, and sewer systems while operating equipment to perform regular, recurring, and non-routine tasks for maintenance, repair, and installation to the water, natural gas, and sewer system.

LEVEL OF AUTHORITY: Receives close to limited supervision depending on experience, familiarity with, and complexity of the assigned task. Expected to perform routine assignments independently following standard practice.

WORK ENVIRONMENT: Work is primarily performed outdoors, in various weather conditions, and in wet, muddy, and confined workspaces. Depending on the equipment required for a job task, noise intensity range from moderate to extreme. Exposure to hazardous materials ranges from moderate to high. Work performed in this job may place the employee at risk of occupational exposure to bloodborne pathogens. Work performed in this job requires lifting of up to 90 lbs. and repetitive lifting of up to 50 lbs.

ESSENTIAL JOB FUNCTIONS

1. Operate City equipment such as, but not limited to, motored service vehicles, dump truck, motorized trenching machine, and tools such as hammers, wrenches, whole augers, tapping machine, pipe threading machine, jackhammer, chain saw, trash pump, service line puller, and air compressor, to perform any operation within the capacity of the equipment and as necessary to accomplish the job required. This includes loading and transporting equipment to the work site utilizing various transportation equipment and trailers as required.
2. A Utility Worker will install and repair water, natural gas, and sewer main and service lines. This includes excavating to grade, laying, and aligning pipe and using special tapping equipment to install valves, lateral service lines, blow-off hydrants, and meters. As necessary, block off the work area and re-route traffic with consideration for public safety and convenience. Accomplish hookups and pressurize/flush to test installations according to established procedures.
3. Prepare and administer dosing calculations to comply with disinfection requirements for preparing water mains, storage facilities, and service lines for public use.
4. Take and prepare samples and readings from various utility services.
5. Perform maintenance and repairs, as directed, on reservoirs, pumps, booster pumps, and valves.
6. Install and maintain cathodic protection of transmission and distribution lines.
7. Perform routine equipment maintenance and minor field repairs such as lubrication, checking fluid levels, and replacing belts and other components as required.
8. Perform work in accordance with all federal, state, and local laws, rules, and regulations and within mandated and appropriate safety standards.
9. Maintain and promote excellent relations and communications with co-workers, other City employees, and Department Heads.
10. Exercise personal initiative to assume responsibilities to maintain an even workload balance, and assist in the training and orientation of new employees.
11. Exercise personal initiative to actively acquire skills in all equipment, procedures, and Operator License(s) to become a more valuable crewmember and ultimately become eligible, willing, and prepared to accept, when offered or assigned, promotion to a higher job classification and/or acquire State of Tennessee Operator License(s).

12. Respond orally to public inquiries in a courteous manner, referring inquiries to an employee of higher classification as appropriate.
13. Actively participate in department meetings, safety programs, departmental goals, and training activities.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must possess and maintain a valid Tennessee State driver's license.
2. Must possess or be willing to obtain a commercial driver's license (CDL) to operate appropriate vehicles and equipment.
3. Must be a high school graduate or possess a GED certification from an accredited institute, some college is preferred.
4. Must be able to fluently read and write the English language.
5. Must possess strong math skills and be able to perform calculations relating to distance, percentages, relationships, estimating, and conversions.

Physical Capabilities

1. Physical strength and ability sufficient to perform heavy manual labor for extended periods under dirty and uncomfortable conditions and in all kinds of weather. Heavy labor is defined, for example, as frequently exerting force sufficient to repeatedly lift approximately 50 pounds and move or maneuver 90 pounds.
2. Ability to maintain continuous physical effort throughout the shift, including frequent bending, walking, stooping, digging, manipulating, and heavy lifting.
3. Ability to utilize and understand the need for, and use of, personal protective equipment.

Other Capabilities

1. Ability to understand and follow oral and written instructions.
2. Ability to understand and follow Safety Data Sheets (SDS).
3. Flexibility to respond to an emergency for calls-in from off-duty hours.
4. Flexibility to work, in addition to normally scheduled work hours, in an on-call response capacity during off-duty hours when scheduled.
5. Ability to use an intermediate level of problem-solving to deal with non-routine situations.
6. Ability to estimate distance and direction.

Use of Tools and Equipment

Ability to acquire sufficient skill in the use or operation of all tools and equipment listed above in Essential Function #1 in order to function as a fully operative crew member.

OTHER

1. As an absolute condition of employment, employees are required, upon hire to agree to a drug-free workplace. All employees are required to abide by the City of Henderson Personnel Policies. Additionally, agree to be subject to random drug alcohol testing, and drug and alcohol testing at any time, at the request of a supervisor, while on duty, or while responsible for working in the capacity of an on-call response person.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals will be required to pass a pre-employment background check, a physical examination, and a drug screen by a physician and/or testing facility designated by the

City of Henderson. The city will pay for the examination and screening. Satisfactory clearance to perform essential job functions will be required for employment. All CDL-licensed individuals will be cleared via the Clearing House.

Work Schedule of the Department

Normal Schedule: Monday – Friday 7:00 am to 4:00 pm

Lunch Break unpaid from 12 Noon to 1:00 pm

Overtime required as needed

Employee will be required to work On-Call on a rotating basis to respond to after-hour emergency calls

The work schedule may be adjusted by the Utility Director, Assistant Director, the Mayor, and/ or the Board of Alderman

Residence Requirements

Employees must reside within a 15-mile radius of City Hall or in Chester County within one year from the date of employment and must maintain this residency for the duration of employment

Equal Employment Opportunity Policy

The City of Henderson provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Revised: March 2023



PO Box 68 ~ 121 Crook Avenue
 Henderson, TN 38340
 PHONE: 731-983-5000~FAX: 731-983-5050

Position Applied for: UTILITY WORKER I Deadline for Application: Until Position is filled

APPLICANT INFORMATION						
Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City		State		ZIP		
Phone		E-mail Address				
Cell Phone No:		Driver's License No & State:				
Date Available						
Are you a citizen of the United States? YES <input type="checkbox"/> NO <input type="checkbox"/> If not, are you authorized to work in the U.S.? YES <input type="checkbox"/> NO <input type="checkbox"/>						
Have you ever worked for this company? YES <input type="checkbox"/> NO <input type="checkbox"/> If so, when?						
Have you ever been convicted of a felony? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, explain						
Do any of your relatives work for the City of Henderson? YES <input type="checkbox"/> NO <input type="checkbox"/> If yes, state name and relationship						
Are you currently employed? YES <input type="checkbox"/> NO <input type="checkbox"/>						
Are you currently on "lay-off" status and subject to recall? YES <input type="checkbox"/> NO <input type="checkbox"/>						
EDUCATION						
High School		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other		Address				
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

MILITARY SERVICE

Branch

From To

Rank at Discharge

Type of Discharge

If other than honorable, explain

PREVIOUS EMPLOYMENT

Company

Phone ()

Address

Supervisor

Job Title

Starting
Salary

\$

Ending
Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES NO

Company

Phone ()

Address

Supervisor

Job Title

Starting
Salary

\$

Ending
Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES NO

Company

Phone ()

Address

Supervisor

Job Title

Starting
Salary

\$

Ending
Salary

\$

Responsibilities

From

To

Reason for Leaving

May we contact your previous employer for a reference? YES NO

Describe any specialized training, apprenticeship, job-related skills, and qualifications acquired from employment or other experience.

List professional, trade, business, civic or extra-curricular activities and offices held.

REFERENCES

Please list three professional references.

Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

Full Name	Relationship
Company	Phone ()
Address	

City of Henderson is An Equal Opportunity Employer

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age disability, marital or veteran status, or any other legally protected status.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I hereby authorize a complete background check of my criminal record, employment history, and credit history.

This employment application shall be considered active only until the position is filled. Any applicant wishing to be considered for employment beyond this period should complete a new application for that position.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release. I understand also, that I am required to abide by all rules and regulations of the employer.

Signature

Date