



Utility Mechanic I #00365

City of Virginia Beach – Job Description

Date of Last Revision: November 7, 2025

FLSA Status: Non-Exempt

Pay Plan: General

Grade: G17

City of Virginia Beach Organizational Mission and Values

The City of Virginia Beach exists to enhance the economic, educational, social, and physical quality of the community and provide sustainable municipal services which are valued by its citizens.

The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform a variety of functions relating to the repair, operation, and maintenance of water and sewer facilities, in all types of weather conditions; works nights weekends, and holidays and standby as needed.

Representative Work Functions and Responsibilities

- Perform heavy manual labor in connection with the construction, maintenance, and repair of sanitary sewer pumping stations, sanitary sewer lines, mains, and related equipment.
- Perform manual labor such as hand excavation and movement of heavy items in performance of job duties.

- Operate motor vehicles and/or construction equipment.
- Assist in diagnosing and troubleshooting utility problems, mechanical pump failures and/or pump malfunctions.
- Follow proper Federal safety and environmental regulations and standard operating procedures.
- Occasionally prepare written documentation of work activities and safety permits.
- Respond to verbal customer inquiries.
- Assist in informal employee training; diagnose simple utility problems; follow work orders and prioritize simple work tasks to accomplish repairs.
- Select and operate proper tools, equipment, and/or vehicles to complete utility repairs.
- Work in confined or elevated spaces.
- Operate and perform user maintenance of City licensed vehicles and equipment.
- Water/Sewer Line Maintenance
- Assist in performing routine scheduled and emergency repairs and maintenance functions to water and sanitary sewer systems.
- Operate equipment, such as sewer combination vehicles, dump trucks, trenchers, and light construction equipment.
- Assist in loading and unloading materials and equipment.
- Meter Operations
- Assist in performing routine scheduled and emergency repairs and maintenance functions to water meters and associated appurtenances.
- Operate dump trucks and light construction equipment.
- Water / Sewer Pump Stations Assist in performing routine scheduled and emergency repairs and maintenance functions to water or sewer pump station facilities and associated appurtenances.
- Operate light construction equipment.
- Transport and assist in the operation of emergency equipment.
- Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less.
- Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

- Safely and efficiently operate power, automotive, and light construction equipment.
- Perform manual labor and repair functions in a safe and efficient manner.
- Maintain complete and accurate documentation; politely respond to customer inquiries.

- Efficiently perform maintenance tasks as assigned following verbal and/or written instructions; and complete routine tasks under direct supervision.

Minimum Qualifications

- Any combination of experience and education equivalent to High School or GED plus one (1) year of experience in positions such as Laborer or in a similar field such as utility maintenance.
- Must have a current and valid driver's license.

Special Requirements

- Must be available to work evenings, nights, weekends, holidays, and overtime when required to meet operational needs.
- This position may require that incumbents to wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, hard hats, safety glasses, gloves, or other safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.
- Water/Sewer Line Maintenance.
- Selected candidates not already possessing a Commercial Driver's License (CDL) MUST be able to obtain a Class A Commercial Driver's License Instruction Permit within six (6) months of employment and then obtain an actual CDL with air brake endorsement within nine (9) months of employment.
- This is a safety sensitive position and is subject to mandatory drug testing. Positive drug test results may result in counseling and/or discipline, up to and including, termination.
- Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.

Working Conditions

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

DISCLAIMER:

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.