

JOB DESCRIPTION FOR WASTEWATER MAINTENANCE OPERATOR I

DEPARTMENT: SEWER

SALARY RANGE: \$12.00 - \$13.00/HOUR

Title of immediate supervisor: Utility Supt.

MAJOR DUTIES:

- Performs various duties using hand tools such as picks, shovels, rakes, pipe wrenches and other assorted hand tools.
- Operates power tools such as chain saws, cement mixers, water pumps, pipe saw, drill motors, air compressors, tapping machine, other gas powered equipment and other hydraulic tools
- Able to learn to operate heavy equipment such as backhoes, dump truck, skid loader, sewer machine and front end loaders
- Learn to repair service line leaks and main breaks
- Able to use power jet machine for cleaning and unstopping sewer mains
- Learn to properly backfill excavations
- Read water meters and perform service orders
- Set up barricades and road blocks when working around vehicular traffic
- Perform the repair and construction of pipe installation
- Follow all safety rules
- Follow the City's Personnel Policy
- Follow department policies
- Assist street and sanitation department when necessary
- Performs other related duties as assigned

JOB COMPLEXITY:

- Performs recurring manual tasks of average difficulty in the maintenance and construction of water and sewer lines and appurtenances.
- Performs routine and repetitive physical tasks requiring adherence to department safety rules and procedures

RESPONSIBILITY:

- Functions closely with all employees of the public works department
- Works closely with the Street Dept. in repairing street cuts and asphaltting
- Works in and around open excavations in the street due to water/wastewater repairs to lines and appurtenances
- Receives work assignments from the Utility Superintendent and/or his/her supervisor
- To protect the public safety at all times
- Follow safety rules especially concerning working in and around vehicular traffic
- File daily reports of work performed with the Leadsman and Public Works Director.
- Subject to after hours calls

IMPACT OF WORK

- The nature of duties performed (Construction and Maintenance of the Water System) necessitates strict inspection of streets, water lines, water services, drainageways and thoroughfares in order to

I HAVE READ THIS PAGE

_____ (Employee Initials)

avoid errors which could result in loss of property, bodily harm to employees and citizens, loss of delays to citizens or possible lawsuits against the City

- The nature of duties also avoid unwarranted expenses to the City that could easily have been avoided

COMMUNICATIONS/PUBLIC CONTACT

- Limited public contact on complaints regarding water service and main leaks.
- Personal contact with fellow employees

SUPERVISION

- Answers to the Utility Supt. and/or his supervisors
- No supervision over other employees

WORK HAZARDS

- Employee must work outdoors, among traffic and is constantly around heavy working machinery
- Heavy lifting involved frequently
- Take caution in avoiding injuries caused by work hazards involving climbing, slipping and falling
- Work in and around confined spaces and open excavations. Always follow the safety guidelines for confine space entry.
- Contact with communicable diseases associated with working in and around wastewater.
- Extreme caution must be taken in working with all various types of equipment used in avoiding injuries including, but not limited to cuts, bruises, and abrasions.
- Work with certain chemicals such as degreasers, oils, lubricants and other such chemicals. **Always follow the M.S.D.S. sheets when working with any chemical**
- **Use protective safety equipment issued including, but not limited to hard hats, eye glasses, shields, air respiratory protection, gloves and ear plugs.**

KNOWLEDGE/SKILLS/ABILITIES

- Pass Water Distribution I certification license from TCEQ after one-year
- Ability to follow safety rules and regulations
- Ability to perform physical tasks and handle heavy lifting
- Ability to understand and follow oral instructions
- Ability to read and write
- Ability to read and understand M.S.D.S. sheets provided for by the manufacturer
- Ability to learn in using heavy equipment, hydraulic tools and any other equipment used in construction and maintenance of the water system.
- Attend and receive training on the maintenance of water lines and thoroughfares

CONDITION OF EMPLOYMENT

- High School education or the equivalent of
- Must pass physical
- Must pass back lift test
- Be in good physical condition
- Must pass Drug Screening
- Good driving record if operating city vehicles or equipment is required

I HAVE READ THIS PAGE

_____ (Employee Initials)

APPLICANT VERIFICATION:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **without a reasonable accommodation**.

Signature of Applicant or Employee

Date: _____

APPLICANT VERIFICATION WITH REASONABLE ACCOMMODATIONS:

With my signature below, I do hereby verify that I have read and understand the job duties herein provided for and I furthermore verify that I can perform the essential functions of the position I am applying for **with a reasonable accommodation** as provided for below:

Signature of Applicant or Employee

Date: _____

INTERVIEWER OR SUPERVISOR AFFIDAVIT:

If applicable, reasonable accommodations can be provided for as stated above: Yes No
Provide reason reasonable accommodation cannot be provided:

Signature)

(Printed Name)

Date: _____

APPROVED BY:

Department Head

Printed Signature

Date: _____

I HAVE READ THIS PAGE _____
(Employee Initials)