

# **City of Washington Job Description Water and Wastewater Maintenance Worker I**

**Status: Full-time**

**FLSA Status: Non-exempt**

**Department: Water and Wastewater**

**Immediate Supervisor: Water and Wastewater Foreman and Superintendent**

## **General Purpose of Position**

Completes maintenance of public facilities and works on capital projects as assigned

## **Major Duties and Responsibilities (Essential Functions)**

### **Maintains well houses**

- Cleans equipment and facility
- Maintains proper pressure and chemical balance in system
- Make sure water towers are at proper levels
- Troubleshoots gauge or pumps malfunctions
- Refills chemicals, air tubes, etc. when necessary
- Paints, mows, and weeds facility

### **Prepares work areas for installations and repairs**

- Digs trenches following appropriate safety measures
- Makes certain joints fit properly and lays pipes at proper angle
- Uses proper material for pipe bed
- Tests pipe for proper pressure leaking, etc.
- Performs appropriate backfilling and landscaping

### **Installs and maintains potable water system**

- Checks and maintains well houses, pumps and other system components
- Removes and replaces components when needed
- Determines if components can be repaired or must be replaced
- Checks system components to assure proper operation

### **Installs and maintains sewer system**

- Checks and maintains lift stations, pump stations, and other system components
- Runs belt presses
- Removes and replaces components when needed
- Determines if components can be repaired or must be replaced
- Checks system components to assure proper operation
- Takes samples and run laboratory tests when needed

### **Performs repairs on main breaks**

- Digs line, jackhammers, recognizing risk of flooding
- Places proper repair clamp
- Determines extent of necessary repair
- Performs appropriate backfilling and landscaping
- Assists with concrete work and laying asphalt
- Backfill sinkholes and other depressions

### **Assists with making water taps**

- Obtains appropriate meter to install
- Takes meter and other necessary equipment to site
- Assists with preparing site, making tap and installing meter
- Checks for water pressure and accuracy of installation

### **Maintains City equipment**

- Performs seasonal maintenance
- Sharpens mowing blades
- Replaces equipment belts
- Changes oil in equipment
- Replaces equipment wheels and tires as needed

### **Performs other duties related to departmental activities**

- Maintain fire hydrants, assuring proper operation and water pressure
- Complete general water and wastewater maintenance activities

### **Marginal Duties and Responsibilities**

- Performs other duties as directed

### **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is exposed more than two thirds of the time to conditions such moving mechanical parts; fumes, airborne particles, poor ventilation, poor lighting, cramped spaces; toxic or caustic chemicals, raw sewage, and outside weather conditions. The employee may also be exposed to high, precarious places, and vibration. The employee may also be exposed to risk of electrical shock. The noise level in the work environment is usually loud. Employee is required to wear personal protective gear while performing many functions. This position may be called out 24 hours a day or rotate being on call, including weekends and holidays.

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand and walk, use hands to finger, handle, hold or grip, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to sit, run, climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling, raking or shoveling up to 25 pounds does generally occur. Specific vision abilities required by this job include close vision, color vision, depth perception, distance vision and ability to adjust focus.

### **Required Education and Experience**

High school diploma or its equivalent. One to three months related experience and/or training; or equivalent combination of education and experience. The person in this position must be able to read and write in English.

## **Preferred Education and Experience**

Three to six months related experience and/or training; or equivalent combination of education and experience. One year of general maintenance experience is desirable.

## **Licenses and Certifications**

The person in this position must have a valid Missouri driver's license.

## **Knowledge, Skills and Abilities**

### **Knowledge**

- Knowledge of minor maintenance, repair and use of heavy equipment, including aerial bucket lift truck, tandem axle dump truck and skid loader
- Knowledge of proper installation, maintenance and repair of water and wastewater systems
- Knowledge of proper storage and use of various chemicals
- Knowledge of lift station operations and maintenance
- Knowledge of basic environmental standards for water, sewer and wastewater treatment systems
- Knowledge of layout of city streets
- Knowledge of federal and state statutes concerning the work of the department
- Knowledge of principles and processes for providing customer and personal services. This includes identifying customer needs, meeting standards for service and customer satisfaction

### **Skills and Abilities**

- Ability to speak effectively before groups of customers or employees of organization, effective communication skills orally and in writing
- Ability to write routine reports and correspondence
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume
- Ability to apply concepts of basic algebra and geometry
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Ability to deal with problems involving several concrete variables in standardized situations
- Ability to prioritize daily work flow
- Ability to meet specified or required deadlines
- Ability to maintain accurate records
- Ability to attend to duties reliably and predictably
- Ability to follow departmental and City policies and procedures
- Ability to attend to safety of self and customers, identify hazardous situations
- Ability to use various types of heavy equipment, dump truck and skid loader
- Ability to operate belt filter press, sludge hauler and other field application equipment
- Ability to complete required testing on water pressure, flow and static pressure for fire hydrants
- Ability to accurately locate buried water lines
- Ability to install, maintain and repair water and sewer system components
- Ability to use various types of equipment, including weed eaters, blowers, and tractors
- Ability to establish and maintain effective working relationships with a wide range of people

## **Supervision**

None

## **Signature and Approval**

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Employee

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Date

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Department Director

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Date

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Human Resources

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Date

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City Administration

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Date

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all essential functions, marginal functions, responsibilities, duties, and skills required of personnel so classified in this position.*